



PROMOTING THE GLOBAL SCIENCE AND ENGINEERING PROFESSIONS CONCERNED WITH MINERALS, METALS AND MATERIALS

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USA

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WEB: www.tms.org

November 9, 2009

Dear TMS 2010 Exhibitors,

We are pleased to present the enclosed **TMS 2010 Exhibition Services Manual**. This Services Manual includes order forms and information to facilitate your preparation for the TMS 2010 Annual Meeting & Exhibition in Seattle, WA USA. Please review the contents in detail, paying particular attention to the deadlines for discount advance order rates for equipment and services.

Once again, TMS has contracted with **Freeman** as the official General Service Contractor for the TMS 2010 Annual Meeting & Exhibition. Contact information for Freeman representatives is enclosed. We encourage you to take advantage of Freeman's **ON-LINE ORDERING SERVICE** for the 2010 Exhibition by following the instructions provided.

If you have any questions or require any additional information in regards to your exhibit planning, please feel free to contact me at msawka@tms.org or (724) 814-3116.

I look forward to working with you in Seattle!

Sincerely,

Michele Sawka
Meetings Specialist

MICHELE SAWKA
MEETINGS SPECIALIST
(T) 724-814-3116
(F) 724-814-3117
MSAWKA@TMS.ORG



SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black, red, and white back drape, 36" black side dividers, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; However the aisles will be carpeted in tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by January 29, 2010.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

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

Saturday	February 13, 2010	8:00 AM - 5:00 PM
Sunday	February 14, 2010	8:00 AM - 5:00 PM
Monday	February 15, 2010	8:00 AM - 11:00 AM

EXHIBIT HOURS

Monday	February 15, 2010	12:00 PM - 6:30 PM
Tuesday	February 16, 2010	10:30 AM - 6:00 PM
Wednesday	February 17, 2010	10:30 AM - 3:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

Wednesday	February 17, 2010	3:00 PM - 8:00 PM
Thursday	February 18, 2010	8:00 AM - 11:00 AM

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, February 18, 2010 at 11:00 AM.

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, February 18, 2010 at 9:00 AM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 fax (469) 621-5602
 FreemanAnaheimES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

FREEMAN ONLINE®

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.myfreemanonline.com and click the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
TMS 2010 ANNUAL MEETING & EXHIBITION
 C/O FREEMAN/YRC
 12855 48TH AVE SOUTH
 SEATTLE, WA 98168

Freeman will accept crated, boxed or skidded materials beginning Tuesday, January 12, 2010, at the above address. Material arriving after February 05, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
TMS 2010 ANNUAL MEETING & EXHIBITION
 C/O FREEMAN/TRIUMPH
 WASHINGTON STATE CONV & TRADE CTR
 800 CONVENTION PL
 SEATTLE, WA 981012350

Freeman will receive shipments at the exhibit facility beginning Saturday, February 13, 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ADDITIONAL SHOW INFORMATION

Note: Inbound shipments on Saturday and Sunday, outbound shipments after 4:30 PM on Wednesday will be assessed overtime charges. Please refer to all the Labor Order Forms for specific days and times that overtime and/or Double time rates will apply.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (714) 254-3410.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by January 29, 2010.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

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



welcome

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/furniturerepairing 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.

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THIS FORM
 WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (215525) on your remittance.

CREDIT CARD
 For your convenience, we will use this authorization to charge your credit 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 **DISCOVER** **MASTER CARD** **VISA** **DINERS CLUB**

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.myfreemanonline.com.
- 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/?215525>

FREEMAN method of payment

FREEMAN

901 E South St
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5602
FreemanAnaheimES@freemanco.com



TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA DISCOVER DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/08 (215525)

FREEMAN third party authorization



FURNISHING essentials

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 your show space requirements.

seating

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.



santana armchair

24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.



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

Colors may vary when viewing or printing from a computer.

forestdale chair

21"W 21"L 31"H – N71085
 Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



director stool

17"W 24"L 45"H – N710142

director chair

17"W 24"L 32"H – N71042

custom imprinting

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



Purple



Bright Blue

cherry barrel chair

Cranberry or Taupe
 23"W 22"L 29"H – N71038
 Traditional style in a cherry finish with classic fabric pattern options.



diplomat chair

Black Diamond Fabric
 25"W 28"L 36"H – N710144
 Comfortable, yet compact for office or conference table seating.



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.



executive chair

Black Tweed
28"W 25"L 45"H – N71044

bugle base chair

Black or Blue Tweed
21"W 20"L 32"H – N71041



Bugle Base Table (page 8)



black diamond side chair
21"W 23"L 32"H – N71089

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

black diamond armchair
20"W 21"L 33"H – N71090



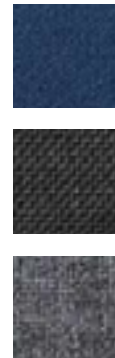
Soho Bistro Table (page 8)

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

carson armchair
Blue, Black or Gray Fabric
21"W 20"L 33"H – C210101



opal side chair
White
20"W 19"L 30"H – C210105





lounge seating

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



signature loveseat

Black

33"W 60"L 33"H – N73091

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

signature chair

Black

33"W 35"L 33"H – N71093



kennedy sectional series

Blue or Black Tweed

Flexible sofa-style seating in a variety of configurations.

sofa, three-piece

31"W 87"L 28"H – N730313

loveseat, two-piece

31"W 62"L 28"H – N730213

corner section

31"W 31"L 28"H – N73013

center section

31"W 25"L 28"H – N73014





glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

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



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

tables

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



Milano Table (page 9)

Diplomat Chair (page 2)

Colors may vary when viewing or printing from a computer.

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 tabletop 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 Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Cafe	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

bugle base table*White*

36"W 27"H – N72065



office furniture

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



Cherry Tables (page 7)
Cherry Barrel Chairs (page 2)
Black Table Lamp (page 14)



milano table

42"W 84"L 29"H

Blonde Top with Black Base – N72093

Black Top with Black Base – N72092

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H

Black Top with Black Base – N72094

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



hemingway writing table

Black

24"W 49"L 29"H – N720191

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



display

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



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.

	3'	4'	6'	8'
tables (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Tabletop risers are also available in a variety of sizes. See order form for details.



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

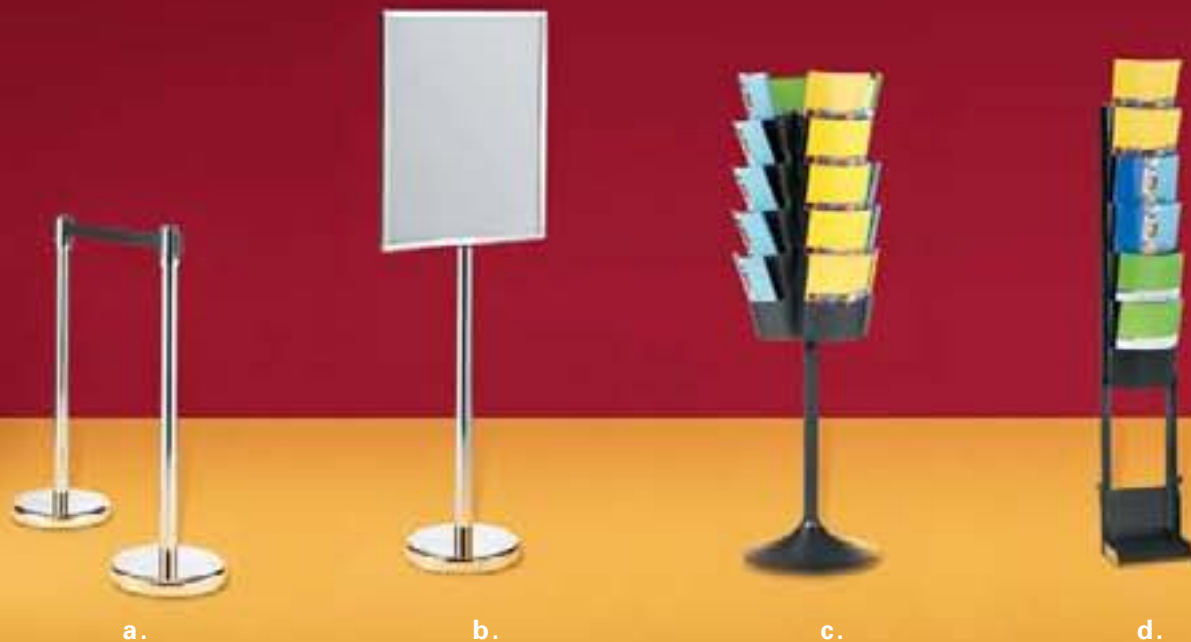
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display counter

Black

24"W 49"L 42"H – N72056



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



Colors may vary when viewing or printing from a computer.



e.



f.



g.



h.

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



table lamp*

Black

25"H – N75052



**floor-standing
bulletin board**

48"W 96"L 78"H – C10201484

*Note: Electrical power must be ordered separately.

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

Colors may vary when viewing or printing from a computer.

FREEMAN

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2					

___	N71092	Diva Counter Stool	215.35	279.95	___
___	N71091	Diva Chair.....	191.80	249.35	___
___	N710102	Santana Chair	179.65	233.55	___
___	N71085	Forestdale Chair	100.05	130.05	___
___	N710144	Diplomat Chair	239.25	311.05	___
___	N71038	Cherry Barrel Chair	203.55	264.60	___

Cranberry Taupe

Director Series

Black Blue Bright Green Orange
 Purple Red Royal Blue Yellow

___	N710142	Director Stool	147.90	192.25	___
___	N71042	Director Chair	123.95	161.15	___
___	N710998	Custom Imprinting/Director	Call for Quote		

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	251.35	326.75	___
___	N71047	Gray Gaslift Stool	239.25	311.05	___
___	N71046	Gray Gaslift Chair w/Arms	227.45	295.70	___
___	N71045	Gray Gaslift Chair	215.35	279.95	___
___	N71044	Executive Chair	251.35	326.75	___
___	N71041	Bugle Base Chair	157.45	204.70	___

Black Tweed Blue Tweed

___	N71088	Black Diamond Stool	135.80	176.55	___
___	N71089	Black Diamond Side Chair ..	112.20	145.85	___
___	N71090	Black Diamond Arm Chair....	135.80	176.55	___
___	C210105	Opal Side Chair	76.20	99.05	___
___	C210101	Carson Arm Chair	88.30	114.80	___

Black Blue Gray

___	C210112	Casey Padded Stool	112.20	145.85	___
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Black Gray

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	584.50	759.85	___
___	N71093	Signature Chair	437.45	568.70	___

Kennedy Sectional Series

Black Tweed Blue Tweed

___	N730313	Kennedy Sofa - 3 piece	606.75	788.80	___
___	N730213	Kennedy Loveseat - 2 piece	404.30	525.60	___
___	N73013	Kennedy Corner Section	202.45	263.20	___
___	N73014	Kennedy Center Section ...	202.45	263.20	___

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES Pages 7 & 8					

___	N72026	Cherry Cocktail Table	202.45	263.20	___
___	N72027	Cherry End Table	187.55	243.80	___
___	N72028	Metro Slate Cocktail Table	142.30	185.00	___
___	N72029	Metro Slate End Table	112.70	146.50	___
___	C115103	Studio Black Cocktail Table	97.30	126.50	___
___	C115104	Studio Black End Table	97.30	126.50	___
___	N72015	Glass Conference Table	262.30	341.00	___
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
___	N72065	Bugle Base Table/White	187.55	243.80	___

Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	99.80	129.75	___
___	N72069	Black-top Cafe 24"W x 30"H ...	141.15	183.50	___
___	N72070	Black-top Bistro 24"W x 42"H	183.90	239.05	___
___	N72067	Black-top Café Table 36"x30"	185.25	240.85	___
___	N72068	Black-top Bistro 36"W x 42"H ..	208.30	270.80	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	185.25	240.85	___
___	N72064	Café Table 36"W x 30"H	185.25	240.85	___
___	N720163	Bistro Table 30"W x 42"H	208.30	270.80	___
___	N720164	Bistro Table 36"W x 42"H	208.30	270.80	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	644.40	837.70	___
___	N72092	Milano Table/Black Top	644.40	837.70	___
___	N72094	Luna Table/Black Top	539.55	701.40	___
___	N720191	Hemingway Writing Table	329.50	428.35	___
___	N74061	Cherry Desk 5'	494.55	642.90	___
___	N74065	Cherry Bookcase	299.40	389.20	___
___	N74064	Cherry Credenza	524.30	681.60	___
___	N74071	Oak Desk 5'	599.40	779.20	___
___	N74075	Oak Bookcase	366.85	476.90	___
___	N74074	Oak Credenza	644.40	837.70	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	389.70	506.60	___
___	N75079	Orion Computer Kiosk	328.15	426.60	___
___	N75030	Black Display Cube/Small	209.75	272.70	___
___	N75031	Black Display Cube/Medium ...	224.65	292.05	___
___	N75032	Black Display/Large	254.75	331.20	___

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

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

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FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
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DISPLAY FURNITURE
Pages 11 & 12 (continued)

Display Cylinders					
___	N75020	Black Display Cylinder/Low ...	171.50	222.95	___
___	N75021	Black Display Cylinder/Med	185.25	240.85	___
___	N75022	Black Display Cylinder/Lg ...	199.65	259.55	___

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					

___	C130330	Draped Table 3'L x 30"H	118.65	154.25	___
___	C130430	Draped Table 4'L x 30"H	118.65	154.25	___
___	C130630	Draped Table 6'L x 30"H	132.70	172.50	___
___	C130830	Draped Table 8'L x 30"H	149.85	194.80	___
___	C12404630	4th Side Drape 6'L x 30"H ..	50.10	65.15	___
___	C12404830	4th Side Drape 8'L x 30"H .	50.10	65.15	___
___	C130342	Draped Counter 3'L x 42"H ...	139.20	180.95	___
___	C130442	Draped Counter 4'L x 42"H ...	139.20	180.95	___
___	C130642	Draped Counter 6'L x 42"H ...	163.05	211.95	___
___	C130842	Draped Counter 8'L x 42"H ...	185.25	240.85	___
___	C12404642	4th Side Drape 6'L x 42"H ..	65.85	85.60	___
___	C12404842	4th Side Drape 8'L x 42"H ..	65.85	85.60	___

Undraped Tables - Tables are 24" wide

___	C131330	Undraped Table 3'L x 30"H .	67.20	87.35	___
___	C131430	Undraped Table 4'L x 30"H .	67.20	87.35	___
___	C131630	Undraped Table 6'L x 30"H.	73.70	95.80	___
___	C131830	Undraped Table 8'L x 30"H .	82.35	107.05	___
___	C131342	Undraped Counter 3'Lx42"H	72.80	94.65	___
___	C131442	Undraped Counter 4'Lx42"H	72.80	94.65	___
___	C131642	Undraped Counter 6'Lx42"H	81.20	105.55	___
___	C131842	Undraped Counter 8'Lx42"H	88.55	115.10	___

Table Top Risers

___	C150410	Single Step Riser 4'L x 7"H	68.60	89.20	___
___	C150610	Single Step Riser 6'L x 7"H	84.95	110.45	___
___	C150810	Single Step Riser 8'L x 7"H	102.90	133.75	___
___	C150414	Single Step Riser 4'L x14"H	68.60	89.20	___
___	C150614	Single Step Riser 6'L x14"H	84.95	110.45	___
___	C150814	Single Step Riser 8'L x14"H	102.90	133.75	___
___	C150420	Double Step Riser 4'L	137.20	178.35	___
___	C150620	Double Step Riser 6'L	169.90	220.85	___
___	C150820	Double Step Riser 8'L	205.80	267.55	___

Qty	Part #	Description	Discount Price	Standard Price	Total
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ACCESSORIES
Pages 13 & 14

___	C220121	Chrome Stanchion w/belt	127.35	165.55	___
___	C220118	Chrome Sign Holder	128.45	167.00	___
___	N750135	Round Literature Rack	194.55	252.90	___
___	N750136	Flat Literature Rack	172.30	224.00	___
___	C220109	Chrome Coat Tree	63.00	81.90	___
___	C220134	Chrome Easel	47.85	62.20	___
___	C220110	Chrome Bag Rack	81.20	105.55	___
___	N75053	Black Trash Receptacle	82.70	107.50	___
___	N75054	Aluminum Trash Receptacle .	82.70	107.50	___
___	220107	Wastebasket	28.70	37.30	___
___	220106	Corrugated Wastebasket.....	21.55	28.00	___
___	N75057	Small Refrigerator	359.55	467.40	___
___	N75052	Black Table Lamp	142.30	185.00	___
___	N74082	File Cabinet/2 Drawer	179.65	233.55	___
___	N74081	File Cabinet/4 Drawer	247.10	321.25	___
___	10201484	Bulletin Board	299.40	389.20	___

Special Drape					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	12103	Special Drape 3'H (per ft.)	16.85	21.90	___
___	12108	Special Drape 8'H (per ft.) ...	18.60	24.20	___

TOTAL COST		
_____	+ _____	= _____
Sub-Total	9.5% Tax	Total Cost

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



**DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010**

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010

COMPANY NAME _____ BOOTH #: _____

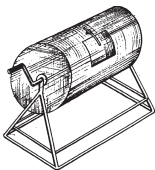

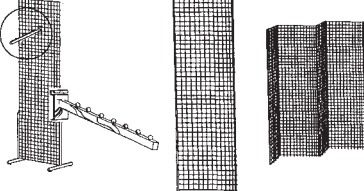
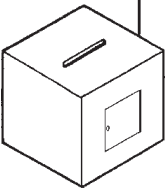

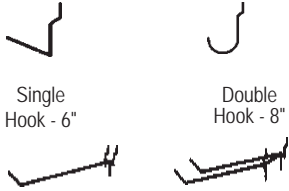

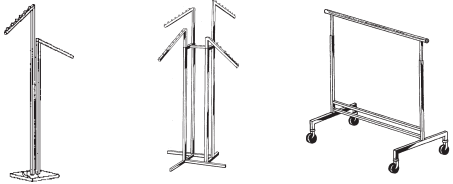
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FREEMAN ACCESSORIES

<p>TICKET TUMBLER</p>  <p>Brass finish table top model, 23"H x 20"W x 18"D.</p>	<p>SAFETY CONTAINER</p>  <p>82"H x 44"W x 48"D</p>	<p>GRID PANELS</p>  <p>Chrome 7-way waterfall. Chrome 24" X 96"-Prices are per Panel.</p>																																																													
<p>BALLOT BOX</p>  <p>White Only 12" x 12" Square.</p>	<p>FISH BOWL</p>  <p>Water & Goldfish not included.</p>	<p>PERFBOARD HOOKS</p> <p>Straight Hook - 1 1/4" Looped Hook - 1 1/4"</p> <p>Single Hook - 6" Double Hook - 8"</p> 																																																													
<p>PERFBOARD (push pins cannot be used)</p>  <p>Vertical-1Mx8'H 37" x 86" of usable surface per panel.</p> <p>Vertical-1/2Mx8'H 18" X 86" of usable surface per panel.</p> <p>Horizontal-90"Lx6'H 37" x 86" of usable surface per panel.</p>		<p>GARMENT RACKS</p>  <p>Chrome 2 Arm Waterfall</p> <p>Chrome 4 Arm Waterfall 5'-6"H Adjustable</p> <p>Chrome 4 1/2'-6"H adjustable x 4'w</p>																																																													
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FREEMAN accessories

carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs, Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet service:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

prestige CARPET

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight.

Freeman Prestige Carpet packages include brand-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 padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

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.



*white**



*sea breeze**



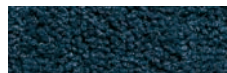
*gray pearl**



*charcoal**



*black**



*navy**



wedgewood



toast



cream



baywater



pine



cabernet



raspberry



peach



cardinal

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

classic CARPET

custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

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 padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.



gray



tuxedo



blue



black



red



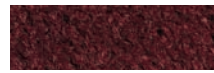
plum



green



teal



burgundy

questions?

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

Actual colors may vary slightly.

F R E E M A N

F R E E M A N

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 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

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- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **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.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.25	\$ 5.55	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.95	\$ 5.15	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.60	\$ 4.70	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.35	\$ 4.35	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.85	\$ 3.70	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	\$ 163.65	\$ 212.75	_____
_____	9' x 20' Classic Carpet	\$ 327.30	\$ 425.50	_____
_____	9' x 30' Classic Carpet	\$ 490.95	\$ 638.25	_____
_____	9' x 40' Classic Carpet	\$ 654.60	\$ 851.00	_____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$.90	\$ 1.15	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.70	\$.90	_____
_____	Plastic Covering	\$.60	\$.80	_____

TOTAL COST		
_____	+	_____ = _____
Sub- Total		9.5% Tax Total Cost

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

FREEMAN carpet

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

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

_____	610100	Booth Vacuuming - One Time41	.55	_____
_____	610200	Booth Vacuuming - 2 Days82	1.05	_____
_____	610300	Booth Vacuuming - 3 Days	1.23	1.60	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time72	.95	_____
_____	630200	Shampoo Carpet - 2 Days	1.44	1.85	_____
_____	630300	Shampoo Carpet - 3 Days	2.16	2.80	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

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

_____	620500	Exhibit Area / Under 500 sq.ft.	67.45	87.70	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	88.55	115.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	112.20	145.85	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		9.5 %Tax		Total Cost

FREEMAN cleaning

exhibit PACKAGES

Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company's look and image, attracts business and shows off your most important assets. That's why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating exhibits for our clients, so it's no wonder we're the premier exposition services experts. All our premium packages include choice of standard panel colors and materials, Classic Carpet in a variety of colors, daily cleaning, local delivery, installation and dismantling labor, light fixtures and the option to order designer panel colors and materials.

TOTALFLEX® by Freeman

Now available to rent or purchase, the TOTALFLEX system is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

8'h x 8'w Floor Standing Unit

8'h x 10'w Floor Standing Unit (shown)

40"h x 6'w Tabletop Unit

40"h x 8'w Tabletop Unit

- Cases easily convert into a podium.
- Velcro® compatible fabric panels available in wide selection of colors.
- Custom graphics*, available through Freeman, can dramatically enhance your exhibit's appearance.

*All graphic design elements are priced separately and not included with exhibit order.





a.

package a

Our basic, professional free-standing counter exhibit allows you to display all your show materials in a convenient fashion.

10' x 10'
#1710201



b.

package b

This package includes even more display space with a curved back wall, as well as space for digital graphics.*

10' x 10'
#1710300



c.

package c

This package includes a back wall counter exhibit with plenty of display space and room for digital graphics.*

10' x 10'
#1710400



d.

package d

This package includes a three-shelf exhibit with extra display room and an open, inviting look and feel.

10' x 10'
#1710500

package e

This package includes an angled exhibit with built-in display counters, space for graphics* and impressive room for presentation.

10' x 20'
#1710600

package f

This premium package features a striking island display, with room for graphics* and an open, walk-through area for traffic.

20' x 20'
#1710800

*All graphic design elements are priced separately and not included with exhibit order.

Call the number listed on Quick Facts for details on custom graphics and logo headers to upgrade your exhibit.

Note: Electrical service must be ordered separately.

color options

Bring your exhibit to life with our eye-catching color options shown below. Choose from our standard panel colors & materials in Black, Blue, or Gray Fabric, as well as White Hardwall and Perfboard. You may also order designer panel colors and materials if need be. Call the number on Quick Facts for samples.

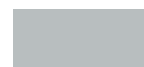
standard panel colors/materials



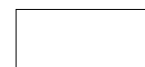
Black Fabric



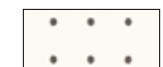
Blue Fabric



Gray Fabric



White Hardwall



White Perfboard*

*Perfboard only available in straight panels and not available in curved walls.

questions?

All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts.

F R E E M A N

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME: _____ PHONE #: _____


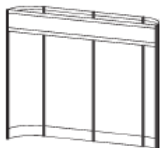
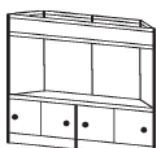
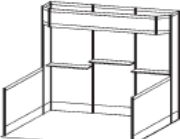
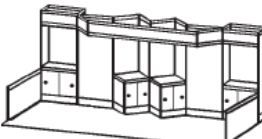

E-MAIL ADDRESS: _____

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

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

All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 100 sq. ft.)

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

PACKAGES	A. FREE STANDING COUNTER Discount Price: 2,039.10 Standard Price: 2,650.85 <input type="checkbox"/> Part# 1710201 	B. CURVED BACK WALL EXHIBIT Discount Price: 1,339.05 Standard Price: 1,740.75 <input type="checkbox"/> Part# 1710300 	C. BACK WALL COUNTER EXHIBIT Discount Price: 1,914.00 Standard Price: 2,488.20 <input type="checkbox"/> Part# 1710400 
	D. 3 SHELF 10' X 10' EXHIBIT Discount Price: 2,417.25 Standard Price: 3,142.45 <input type="checkbox"/> Part# 1710500 	E. 10' X 20' ANGLED EXHIBIT Discount Price: 5,565.70 Standard Price: 7,235.40 <input type="checkbox"/> Part# 1710600 	F. 20' X 20' ISLAND EXHIBIT Discount Price: 13,618.55 Standard Price: 17,704.10 <input type="checkbox"/> Part# 1710800 

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

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBBOARD

CARPET

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

- Black Gray Red
 Blue Green Teal
 Burgundy Plum Tuxedo

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

Check the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM ENVO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Sub-Total	+	9.5 % Tax	=	Total Cost
-----------	---	-----------	---	------------

FREEMAN exhibit packages



RENTAL exhibits

Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company's look and image, attracts business and shows off your most important assets. That's why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating custom exhibits for our clients, so it's no wonder we're the premier exposition services experts. We offer five contemporary exhibit systems, plus a vast array of surface options, custom enhancements, graphic design panels and endless available accessories. Our all-inclusive exhibits also cover local delivery, storage, installation, dismantling, needed repairs and carpet cleaning.

Please see the enclosed order form to place your order or contact our Freeman exhibit experts to see what display is right for you.

system 1

version a

This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space* for your company's name or logo.

10' x 10'

#1000

10' x 20' (not shown)

#1010



version b

This professional model features sleek powder-coated metal with matching panels, plus a display table, three panels and digital graphics-ready space* for your company's name or logo.

10' x 10'

#1020

10' x 20' (not shown)

#1030



version c (pictured above)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10'

#1040

10' x 20' (not shown)

#1050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.

Call customer service at the number listed on Quick Facts.

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

system 2

version a

This basic professional model features our standard metal and comprises two display panels plus a digital graphics-ready space* for your company's name or logo.

10' x 10' (not shown)

#2000

10' x 20'

#2010



version b

This model features powder-coated metal with matching displays, a free-standing counter plus a digital graphics-ready space* for your company's name or logo.

10' x 10' (not shown)

#2020

10' x 20'

#2030



version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10' (not shown)

#2040

10' x 20'

#2050



c.

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.

system 3

version a

This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space* for your company's name or logo.

10' x 10'

#3000

10' x 20' (not shown)

#3010



version b

This model features powder-coated metal and includes matching panels, one free-standing counter plus a digital graphics-ready space* for your company's name, logo, or key visuals.

10' x 10'

#3020

10' x 20' (not shown)

#3030



version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10'

#3040

10' x 20' (not shown)

#3050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.



C.

system 4

version a

This basic professional model features our standard metal and comprises three display panels plus a digital graphics-ready space* for your company's name or logo.

- 10' x 10'
- #4000
- 10' x 20' (not shown)
- #4010



version b

This model features powder-coated metal with three matching panels, one free-standing counter, one display table and a digital graphics-ready space* for your company's name or logo.

- 10' x 10'
- #4020
- 10' x 20' (not shown)
- #4030



version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

- 10' x 10'
- #4040
- 10' x 20' (not shown)
- #4050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.



color OPTIONS

Bring your rental exhibit to life with our eye-catching color options shown below. Version A systems include your choice of Blue, Gray, or Black Fabric or White Hardwall. Versions B and C systems offer a selection of five colors, also shown below. Call the number listed on Quick Facts for samples.

version a options



version b & c options



CUSTOM designs

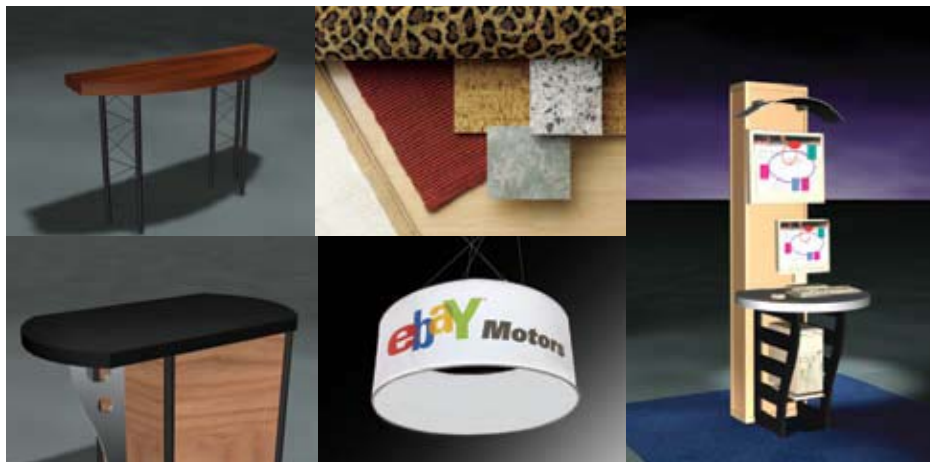
When it comes to planning your exhibit, no one does it better than Freeman. We give you the flexibility to create a custom exhibit with the convenience and affordability of a rental program. Our team of experts will help you bring your exhibit design to life, from the initial concept through final production.



ENHANCEMENTS & ACCESSORIES

We want your exhibit to be perfect, right down to the last detail. That's why we offer you a wide array of accessories to make your display stand out. Attract attention and communicate important marketing messages with vivid signs, banners and graphics. Graphic resources available to you include four-color, high-resolution digital printing in virtually any size.

Impress your clients and customers with custom flooring, furniture and lighting that gives your exhibit extra depth and utility. You may also choose to add carpet, tile, hardwood, counters, bars, stools, chairs and computer kiosks for that perfect finishing touch.



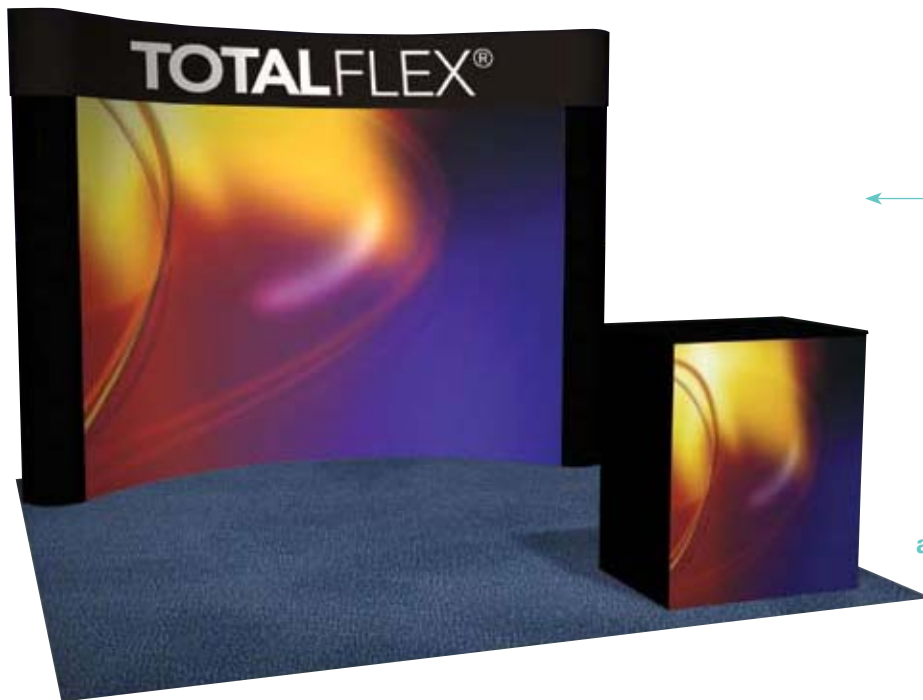
All systems can be customized or modified depending on your specific requirements.



TOTALFLEX[®] BY FREEMAN

Now available to rent or purchase, TotalFlex[®] display provides more options for configuring exhibits to fit your space, budget and vision. It's versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro[®] compatible fabric panels available in wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Custom graphics*, available through Freeman, can dramatically enhance your exhibit's appearance.
- A wide array of sizes and configurations, including tabletops and towers, are available.



version a

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

version b

- 40"h x 6'w Tabletop Unit
- 40"h x 8'w Tabletop Unit



*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

FREEMAN

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 10' unit)

To place your order, please check the appropriate box and complete the reverse side.

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 3,394.05 10x10 - Part# 1000 1,786.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 5,381.75 10x10 - Part# 1020 2,832.50	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 9,074.40 10x10 - Part# 1040 4,776.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 3,479.55 10x10 - Part# 2000 1,831.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 5,301.00 10x10 - Part# 2020 2,790.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 9,358.55 10x10 - Part# 2040 4,925.55
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 3,550.65 10x10 - Part# 3000 1,868.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 5,524.35 10x10 - Part# 3020 2,907.55	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 9,358.55 10x10 - Part# 3040 4,925.55
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 3,678.30 10x10 - Part# 4000 1,935.95	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 5,637.60 10x10 - Part# 4020 2,967.15	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 9,443.50 10x10 - Part# 4040 4,970.25

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
 *Electrical power and labor to install lights must be ordered separately
 *Custom Graphics must be ordered separately

FREEMAN rental exhibits

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

CHOOSE YOUR PANELS

VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

CARPET

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

- Black
- Blue
- Burgundy
- Gray
- Green
- Plum
- Red
- Teal
- Tuxedo

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are 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 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other _____

Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits: indicate copy of second header: (*Only applies to units pictured with a second header*)

VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

TOTAL COST		
Sub-Total	+	=
9.5 % Tax		Total Cost

FREEMAN

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
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NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	17251	Arm Light (200w)	133.00	172.90	_____
___	172514	4' Tracklight (3 lights)	356.50	463.45	_____
___	17252	Halogen Light	N/A	N/A	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	463.90	603.05	_____
___	17306	1M x 1/2M x 42" High.....	463.90	603.05	_____
___	17308	2M x 1/2M x 36" High.....	637.35	828.55	_____
___	17309	2M x 1/2M x 42" High.....	637.35	828.55	_____
___	173010	1M Radius x 1/2M x 36" High.	695.00	903.50	_____
___	173011	1M Radius x 1/2M x 42" High..	695.00	903.50	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	27.55	35.80	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	398.10	517.55	_____
___	174542	Double Sided 1M x 4' High..	692.20	899.85	_____
___	174581	Single Sided 1M x 8' High...	796.15	1,035.00	_____
___	174582	Double Sided 1M x 8' High..	1,384.30	1,799.60	_____

SHELVES					
___	17201	1M Straight (37" x 12")	83.80	108.95	_____
___	17206	1M Angled (37" x 12")	104.30	135.60	_____

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	39.95	51.95	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		9.5% Tax		Total Cost	

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

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

FREEMAN

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

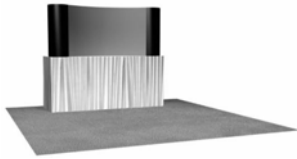
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	814.15	_____	_____
40"H x 8"W	949.10	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	1,017.70	_____	_____
40"H x 8"W	1,153.80	_____	_____

*Shipping Not Included

Rental Units Include:
 Draped Table (select color below)
 Classic Carpet 9' X 10' (select color below)
 Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Nightly Vacuuming
 1-200 Watt Halogen Light (Electrical service & labor not included)

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

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

Fabric Panel Colors for All Units: Black Gray

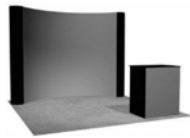
Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Burgundy
 Green Gray Plum Red Teal Tuxedo

Table Drape:
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,357.35	_____	_____
8'H x 10'W	1,625.00	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,308.65	_____	_____
8'H x 10'W	2,713.45	_____	_____

*Shipping Not Included

Rental Units Include:
 Classic Carpet 9' X 10' (select color below)
 Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Nightly Vacuuming
 1-Podium - 8'H X 10;W unit only
 2-200 Watt Halogen Lights (Electrical service & labor not included)

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

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

Fabric Panel Colors for All Units: Black Gray

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

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Burgundy
 Green Gray Plum Red Teal Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.
 Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES			RENTAL		PURCHASE		
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	169.80	_____	_____	241.75	_____
1715801	1-200 Watt Halogen Light Kit	_____	87.75	_____	_____	176.55	_____
1715802	Straight Shelf	_____	67.45	_____	_____	122.60	_____
1715803	Angled Shelf	_____	67.45	_____	_____	122.60	_____

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 30% over prices indicated.

PURCHASE UNITS TOTAL COST			RENTAL UNITS TOTAL COST		
Sub-Total	+	9.5% Tax	=	Total Cost	
Sub-Total	+	9.5% Tax	=	Total Cost	

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DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 13.75 per sq. ft. discount price
 x or = \$ _____
 \$ 20.65 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	36.60	54.90 =	_____
7" x 22" @ _____	36.60	54.90 =	_____
7" x 44" @ _____	46.10	69.15 =	_____
9" x 44" @ _____	53.15	79.75 =	_____
11" x 14" @ _____	36.60	54.90 =	_____
14" x 22" @ _____	48.95	73.45 =	_____
14" x 44" @ _____	77.60	116.40 =	_____
22" x 28" @ _____	77.60	116.40 =	_____
28" x 44" @ _____	133.00	199.50 =	_____
20" x 60" @ _____	133.00	199.50 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST		
Sub-Total	+	9.5 % Tax = Total Cost

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (714) 254-3410 for assistance.



installation & dismantle

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.

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DEADLINE DATE
JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 95.00	123.50
Over Time- 4:30 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday, Sunday and Holidays.....	\$ 170.50	221.70

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
9.50% Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

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

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
9.50 % Tax						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

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

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____
- _____

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

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

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

FREEMAN installation & dismantle

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DEADLINE DATE
JANUARY 29, 2010

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NAME OF SHOW: TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

HANGING SIGN LABOR AND EQUIPMENT

PLEASE PROVIDE THE FOLLOWING INFORMATION

Regardless of previous usage, an authorized signature is required at the top of this form and the following information is to be completed.

IMPORTANT NOTE: Hanging structures are permitted in most areas of the Convention Center with the exception of meeting rooms and lobbies. You must comply with all Convention Center weight limitations and hanging structure requirements.

Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.

Structure Description

- Include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type of Material: _____

Please specify: wood, cloth, metal, plastic, truss, vinyl, etc.

Shape of Structure: _____

Please specify: square, triangle, rectangle, round, banner, etc.

truss only 12" box 20" box

Number of Signs to be hung: _____

Size: Height _____

Length _____

Width _____

Diameter _____

Weight of Hanging Structure: (in pounds) _____

Any hanging structure that weighs in excess of 100 pounds will require the employment of chain motors. Additional crews may be dispatched at the Exhibitor's expense if deemed necessary by Freeman.

• Are you using chain motor(s)? Quantity: _____

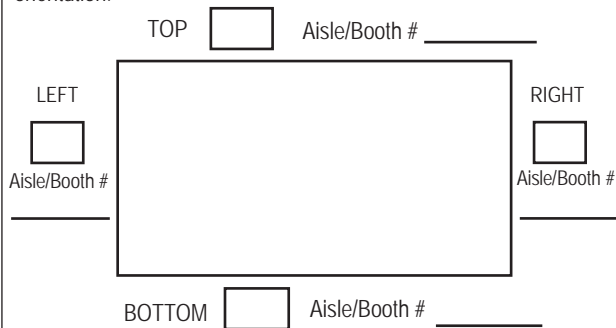
- Chain Hoist Rotating Motor
- Exhibitor Provided Freeman Provided

Structural Integrity of Hanging Structure

- Please attach CERTIFIED WEIGH BILL and CERTIFIED STRUCTURAL ENGINEERED DRAWING
- Banners not requiring assembly weighing less than 100 lbs DO NOT REQUIRE CERTIFICATION.
- Include a copy of the weight specifications for all Truss Structures
- Refer to Show Management Rules & Regulations for height restrictions
- Exhibitors who comply with all outlined regulations will be given first priority.

PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the large box below. Place booth dimensions in the small boxes. Indicate surrounding aisle or booth numbers for orientation.



No. of feet from the floor to the top of the hanging structure _____

No. of feet from the floor to bottom of hanging structure _____

No. of feet from the floor to top of ground structure _____

No. of feet in from LEFT SIDE of exhibit space _____

No. of feet in from RIGHT SIDE of exhibit space _____

No. of feet in from BOTTOM of exhibit space _____

No. of feet in from TOP of exhibit space _____

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical service requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.

Does your hanging structure require electricity? YES NO

Does your hanging structure have lights? YES NO

How many people are required to assemble the hanging structure? _____

HANGING STRUCTURE

Install-Date/Time _____ AM/PM

Dismantle-Date/Time _____ AM/PM

Please indicate Method of Supervision you require:

- OK to proceed without Exhibitor Supervision
- Wait for Exhibitor Supervision
- Display House to supervise

INBOUND SHIPPING

Shipping to Advance Warehouse

Deadline for Receipt: February 05, 2010

Shipping to Show Site

Date of Arrival: _____ AM/PM

See Reverse side for instructions, installation, equipment, & labor rates.

Please contact Exhibitor Sales at 714.254.3410 for a Truss & Lighting package quote.

FREEMAN hanging sign labor

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

PRINT NAME: _____

PHONE#: _____

FAX #: _____

INSTRUCTIONS

- All Sign Structure/Truss and Motor System orders must be accompanied by both a Weight Certificate and a Certified Structural Engineered Drawing.
- All ground supported truss systems that exceed a height of 12' will require seismic safety cables. Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure on three points.
- All truss systems that are to be suspended from the ceiling will require detailed blue prints that indicate all hanging points and weight loads for each point.
- All truss and motor systems will be operated by Freeman personnel only. At no time, will any Exhibitor Appointed Contractor be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.

CHARGES FOR HANGING - TIME & MATERIAL BASIS

- Size and weight of structure determines labor & equipment requirements - in most cases 2-man crews will be utilized. Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job, and will be charged accordingly.
- There will be an additional charge for any cables, connectors, or other equipment needed to assemble or rig structures as well as labor to verify weight on hang points. Recrating of signs by Freeman will be handled on a time and material basis

- One hour minimum per lift crew, assembler and/or supervisor
- **STRAIGHT TIME:** 8:00 A.M. TO 4:30 P.M. Monday through Friday
- **OVER TIME/HOLIDAY:** 4:30 P.M. TO 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays.
- **HOLIDAY** ALL DAY on Holidays

SIGN HANGS ONLY	Straight Time	Over Time and Holiday
Boom Lift with Crew per hour		
Advanced Price	\$ 475.60	\$ 652.50
Show Site Price	\$ 618.30	\$ 848.30

TRUSS & EQUIPMENT HANGS		
Boom Lift with Crew per hour		
Advanced Price	\$ 570.60	\$ 823.00
Show Site Price	\$ 741.80	\$ 1,070.00

ASSEMBLY CREW/ADDITIONAL LABOR		
Assembly Crew or Ground Supervisor		
Per Person Per Hour		
Advanced Price	\$ 95.00	\$ 170.50
Show Site Price	\$ 123.50	\$ 221.70

ROTATING MOTOR RENTAL			
Quantity	@	Rate	Estimated Cost
_____	@	\$ 686.35	= _____

CHAIN HOIST RENTAL			
Quantity	@	Rate	Estimated Cost
_____	@	\$ 522.10	= _____

ASSEMBLY ESTIMATE			
Approx. Hours	@	Hourly Rate	Estimated Cost
_____	@	_____	= _____

INSTALLATION ESTIMATE			
Approx. Hours	@	Hourly Rate	Estimated Cost
_____	@	_____	= _____

DISMANTLE ESTIMATE			
Approx. Hours	@	Hourly Rate	Estimated Cost
_____	@	_____	= _____

TOTAL ESTIMATED COST: _____

INSTALLATION

FREEMAN IS RESPONSIBLE FOR ASSEMBLY OF ALL HANGING EQUIPMENT, TRUSS AND SIGNS. No display houses will be allowed to assemble any hanging structures, due to seismic codes. However, they may supervise. Set up instructions must be provided for signs needing assembly. Dismantling may be done by a display house after Freeman lowers structure. Installation and dismantle times will be established by Freeman per availability of halls and access to area.

METHOD OF SUPERVISION REQUIREMENTS ARE: OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION, THE FOLLOWING APPLIES:

- Must have diagrams and be received in our Warehouse.
- We will make every attempt to coordinate hangs, when possible, prior to your assigned freight target.
- Exhibitors who require labor to hang from the ceiling PRIOR to installing their displays must contact us prior to move-in, to schedule the necessary labor and equipment.
- All hanging material **MUST** be sent in a separate container directly to the Freeman warehouse, with the special enclosed **HANGING MATERIAL** labels.
- **Deadline for receipt: FEBRUARY 05, 2010**
Company Name and Booth Number _____
For: **TMS 2010 ANNUAL MEETING & EXHIBITION**
c/o Freeman/YRC
12855 - 48th Ave South
Seattle, WA 98168
Attention: Hanging Structure
- Bill of Lading must be marked:
"Hanging Sign/Ceiling Hung Material"

EXHIBITOR OR DISPLAY HOUSE SUPERVISION, THE FOLLOWING APPLIES:

- In cases where materials are not delivered to our warehouse with complete instructions & diagrams prior to move-in, please be aware of the following:
- Exhibit personnel **MUST CHECK-IN** at the Freeman Service Desk upon receipt of hanging materials at booth. Show site check-ins will not be guaranteed same day or straight time installation. Next day hangs for on-site deliveries will be installed after advance scheduled hangs are completed
- Exhibitor understands and agrees that if their representative does not check in at the Freeman Service Desk at the time/date assigned, (per Freeman's notification) when structures are ready to hoist, they will **FORFEIT** their rights to have their own supervision.

SHOW SITE ORDERS MIGHT NOT BE ACCEPTED due to advance clearance requirements. **Show Site prices will apply to all labor orders placed at show site.**

STRUCTURAL INTEGRITY STATEMENT

The enclosed Structural Integrity Statement must be signed by the display house and/or exhibitor, guaranteeing that the stress points for hanging have been engineered properly. Structures will not be hung if, in the opinion of the contractor and/or facility, they are deemed unsafe.

All information must be forwarded to Freeman for approval in advance of move in.

AUTHORIZED BY: _____

DATE: _____

This form must be returned with the following:

- Structural Integrity Statement
- Certified engineered blue print
- Drawing indicating height, length and width dimensions
- Certified weigh bill
- Orientation drawing showing position within the booth space and height from the floor to the top of the sign.

TOTAL COST

Sub-Total _____ + Tax (9.50%) _____ = TOTAL _____

F R E E M A N

901 E South St
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5602
FreemanAnaheimES@freemanco.com



DEADLINE DATE
JANUARY 29, 2010

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING
SIGN ORDER FORM

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **TMS 2010 ANNUAL MEETING & EXHIBITION** 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 **MINERALS, METALS, MATERIALS SOCIETY, WASHINGTON STATE CONVENTION & TRADE 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: _____

FREEMAN structural integrity statement

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

EXHIBIT HALL INSTALLATION & DISMANTLING

Freeman/TEN has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. Any labor services required beyond that must be rendered by the Union. Labor can be ordered in advance by returning the Installation and Dismantle Labor order form, or at showsite, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL HANDLING

Freeman/TEN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman/TEN cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

TIPPING

Freeman/TEN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Freeman/TEN employees.

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com

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

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, Airborne Express, DHL and UPS** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Please note: Show site shipments received on Saturday and Sunday and all outbound shipments after 4:30 PM on Wednesday will be assessed overtime charges.

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment Delivered on or Before FEBRUARY 5, 2010 (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 84.20	168.40
Special Handling Shipment.....	\$ 109.50	219.00
Show Site Shipment Deliver Only on FEBRUARY 13-15, 2010 (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 88.30	176.60
Special Handling Shipment.....	\$ 114.80	229.60
Uncrated or Pad Wrapped Shipment.....	\$ 132.50	265.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 46.50	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after FEBRUARY 05, 2010	\$ 21.10	42.20
Show Site Shipment after Show Opening.....	\$ 22.10	44.20
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 22.10	44.20
Special Handling Shipment.....	\$ 28.70	57.40
Uncrated or Pad Wrapped Shipment	\$ 33.20	66.40
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 22.10	44.20
Special Handling Shipment.....	\$ 28.70	57.40
Uncrated or Pad Wrapped Shipment	\$ 33.20	66.40
Mobile Unit Spotting Fee.....	\$ 285.80	

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			(9.50%) Tax	N/A
			Total	

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. \$ 168.40

52 lbs. charged @ 200 lbs. \$ 168.40

65 lbs. charged @ 200 lbs. \$ 168.40 = \$505.20

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$168.40

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

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have “No Documentation”?

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5602
 FreemanAnaheimES@freemanco.com



DEADLINE DATE
 JANUARY 29, 2010

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

RIGGING EQUIPMENT AND LABOR (One Hour Minimum per Worker)

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

- Show site prices will apply to all orders placed at show site.
- Start time guaranteed only at start of working day.
- Supervisor must check in at Service Desk to pickup labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Additional crew, equipment and or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Cable, clamps, shackles, turnbuckles, etc. are additional and will be charged accordingly.

Description		Price/Hour Advance	Price/Hour Show Site
Forklift Labor			
304050	Forklift w/operator up to 5,000 lbs ST	\$ 139.00	\$ 180.70
304051	Forklift w/operator up to 5,000 lbs OT	\$ 185.00	\$ 240.50
3040150	Forklift w/operator up to 15,000 lbs ST	\$ 181.50	\$ 236.00
3040151	Forklift w/operator up to 15,000 lbs OT	\$ 227.50	\$ 295.80
304040	Forklift w/operator 4-Stage ST	Quoted on Request	
304041	Forklift w/operator 4-Stage OT	Quoted on Request	
Rigging Labor*			
3020200	Rigger Foreman ST	\$ 127.00	\$ 165.10
3020201	Rigger Foreman OT	\$ 190.50	\$ 247.70
3020100	Rigger ST	\$ 114.50	\$ 148.90
3020101	Rigger OT	\$ 172.00	\$ 223.60
3010100	Material Handler ST	\$ 92.50	\$ 120.30
3010101	Material Handler OT	\$ 138.50	\$ 180.10

*When moving or placing machinery, the applicable rate of a Rigger Foreman will be added to the Forklift charges

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							(9.50%) Tax	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							(9.50%) Tax	
							Total	

FREEMAN forklift / rigging labor



EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

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. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

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

questions?

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to www.myfreemanonline.com.

F R E E M A N

1-800-995-3579



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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

TMS 2010 ANNUAL MEETING & EXHIBITION

C/O: FREEMAN/YRC
12855 48TH AVE SOUTH
SEATTLE, WA 98168

MUST BE DELIVERED BY FEBRUARY 05, 2010

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

FREEMAN / Exhibiting Company Name / Booth #

TMS 2010 ANNUAL MEETING & EXHIBITION

C/O: FREEMAN/TRIUMPH
WASHINGTON STATE CONV & TRADE CTR
800 CONVENTION PL
SEATTLE, WA 981012350

CANNOT BE DELIVERED BEFORE FEBRUARY 13, 2010

TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)
 2 Day: Delivery by 5:00 PM second business day
 Deferred: Delivery within 3 - 4 business days
 Declared Value \$ _____

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

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

09/07

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
(817) 385-0983

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

SHOW # (215525) _____

FREEMAN exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY FEBRUARY 05, 2010

TO: _____

EXHIBITOR NAME

C/O: FREEMAN/YRC

12855 48TH AVE SOUTH

SEATTLE, WA 98168

WAREHOUSE

TMS 2010 ANNUAL MEETING &

EVENT: _____
EXHIBITION

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY FEBRUARY 05, 2010

TO: _____

EXHIBITOR NAME

C/O: FREEMAN/YRC

12855 48TH AVE SOUTH

SEATTLE, WA 98168

WAREHOUSE

TMS 2010 ANNUAL MEETING &

EVENT: _____
EXHIBITION

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

**R U S H
DO NOT DELAY**

DEADLINE DATE

FEBRUARY 05, 2010

TO:

EXHIBITOR NAME

C/O FREEMAN/YRC

**12855 - 48TH AVE SOUTH
SEATTLE, WA 98168**

HANGING SIGN

TMS 2010 ANNUAL MEETING & EXHIBITION

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

**R U S H
DO NOT DELAY**

DEADLINE DATE

FEBRUARY 05, 2010

TO:

EXHIBITOR NAME

C/O FREEMAN/YRC

**12855 - 48TH AVE SOUTH
SEATTLE, WA 98168**

HANGING SIGN

TMS 2010 ANNUAL MEETING & EXHIBITION

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 13, 2010

CANNOT DELIVER BEFORE FEBRUARY 13, 2010

TO:

EXHIBITOR NAME

EXHIBITOR NAME

C/O: FREEMAN/TRIUMPH

C/O: FREEMAN/TRIUMPH

**WASHINGTON STATE CONV & TRADE
800 CONVENTION PL**

**WASHINGTON STATE CONV & TRADE
800 CONVENTION PL**

SEATTLE, WA 981012350

SEATTLE, WA 981012350

SHOW SITE

SHOW SITE

TMS 2010 ANNUAL MEETING &

TMS 2010 ANNUAL MEETING &

EXHIBITION

EXHIBITION

EVENT:

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

901 E South St
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5602
FreemanAnaheimES@freemanco.com



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **TMS 2010 ANNUAL MEETING & EXHIBITION / FEBRUARY 15-17, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

CARRIER PHONE #: _____

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

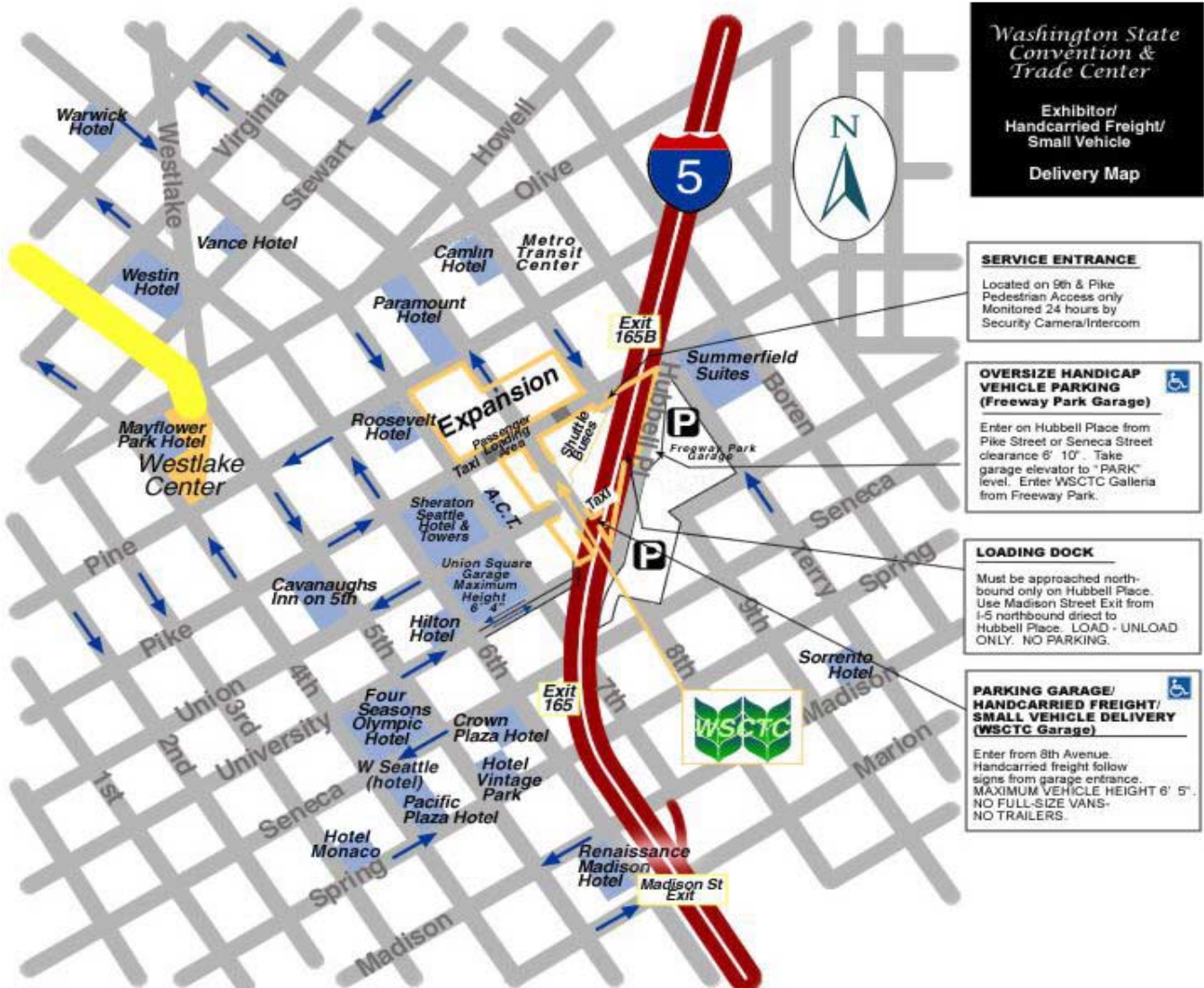
Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

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

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

DESIRED NUMBER OF LABELS: _____

Delivery Map



Washington State Convention & Trade Center
 Exhibitor/
 Handcarried Freight/
 Small Vehicle
Delivery Map

SERVICE ENTRANCE
 Located on 9th & Pike
 Pedestrian Access only
 Monitored 24 hours by
 Security Camera/Intercom

OVERSIZE HANDICAP VEHICLE PARKING (Freeway Park Garage)
 Enter on Hubbell Place from Pike Street or Seneca Street
 clearance 6' 10". Take garage elevator to "PARK" level. Enter WSCTC Galleria from Freeway Park.

LOADING DOCK
 Must be approached northbound only on Hubbell Place. Use Madison Street Exit from I-5 northbound direct to Hubbell Place. LOAD - UNLOAD ONLY. NO PARKING.

PARKING GARAGE/ HANDCARRIED FREIGHT/ SMALL VEHICLE DELIVERY (WSCTC Garage)
 Enter from 8th Avenue. Handcarried freight follow signs from garage entrance. MAXIMUM VEHICLE HEIGHT 6' 5". NO FULL-SIZE VANS- NO TRAILERS.

General Directions:

FROM I-5 NORTHBOUND

Seneca Street Exit (Exit 165)
 Right on 6th Ave
 Right on Pike Street

FROM I-5 SOUTHBOUND

Union Street Exit (Exit 165B)/
 Convention Place
 Right on 6th Avenue
 Right on Pike Street

FROM I-90 WESTBOUND

I-5 Northbound
 Madison Street Exit/
 Convention Place
 Right on Seneca
 Left on 8th Avenue

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 OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. 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 equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved 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 pre-paid 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. 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. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A 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 MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION 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" 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").

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.

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
- 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 SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements 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.

6. DELIVERY TO THE CARRIER FOR RELOADING. FREEMAN assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

8. FREEMAN'S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. 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.

9. INSURANCE. It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

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

(b) **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FREEMAN'S liability shall be limited to any loss or damage which results solely from FREEMAN'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FREEMAN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FREEMAN or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FREEMAN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

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

13. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through FREEMAN, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

15. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. 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 signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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

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

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

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

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

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

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

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

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

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

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

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

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

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

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

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

(c) personal effects;

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

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

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

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

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

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
 5931 4th Ave. South, Seattle, WA 98108
 Ph: (206) 781-2411 Fax (206) 781-2270
 Email: seattle@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	TMS 2010 Annual Meeting & Exhibition		
FACILITY:	Washington State Convention & Trade Center		
DATES:	February 15-17, 2010	EVENT#	020007SE

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day Add 50%)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	70.00	105.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	106.00	159.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	120.00	180.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	140.00	210.00	_____

208 VOLT SINGLE PHASE

15 AMPS	_____	_____	170.00	255.00	_____
20 AMPS	_____	_____	190.00	285.00	_____
30 AMPS	_____	_____	240.00	360.00	_____
60 AMPS	_____	_____	420.00	630.00	_____
100 AMPS	_____	_____	567.00	850.50	_____

208 VOLT THREE PHASE

15 AMPS	_____	_____	240.00	360.00	_____
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	380.00	570.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	851.00	1,276.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

300 WATT ARM LIGHT 1	_____	_____	82.00	123.00	_____
150 WATT POLE LIGHT 2	_____	_____	56.00	84.00	_____
300 WATT POLE LIGHT 2	_____	_____	70.00	105.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Quote	Quote	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' & 25' EXTENSION CORDS	_____	_____	20.00	_____	_____
MULTI OUTLET STRIP	_____	_____	20.00	_____	_____

LABOR

ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)	_____	_____	80.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Saturday & Sunday)	_____	_____	120.00	_____	_____
DT (All day on Holidays)	_____	_____	160.00	_____	_____

SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER

Sub Total	_____
Add 9.5% State Sales Tax	_____
Total Payments	_____

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:
February 1, 2010

Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at 1.5 times the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

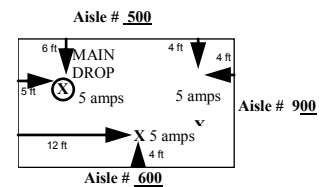
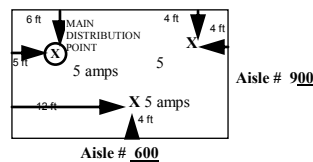
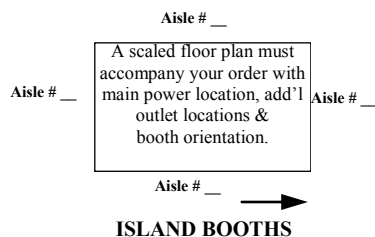
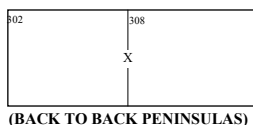
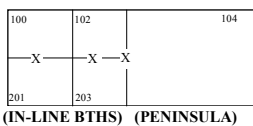
COMPANY NAME:	_____	PHONE:	_____	FAX:	_____
ADDRESS:	_____	CITY:	_____	ST:	_____
SIGNATURE:	_____	PRINT NAME:	_____	Country:	_____
EMAIL ADDRESS:	_____				
PAID BY: CK AMX VISA MC DISC DINER	_____			EXP DATE:	_____
CARD HOLDER SIGN:	_____	PRINT NAME:	_____		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:	_____	CITY:	_____	ST:	_____
				ZIP:	_____

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If a floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

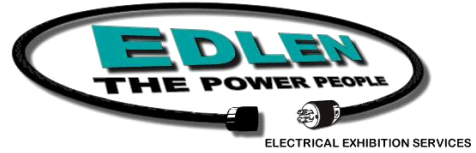
COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
 OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

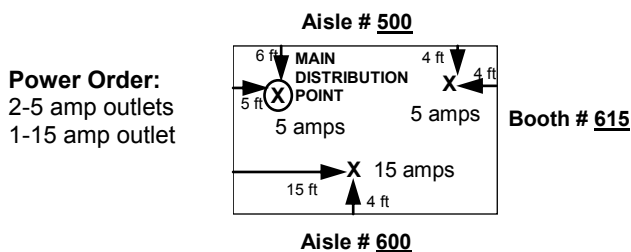
THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED AND RETURNED WITH ELECTRICAL ORDER FORM

Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Wiring of overhead signs. 5. Condor (for installation of electrical signs and/or rotators). 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

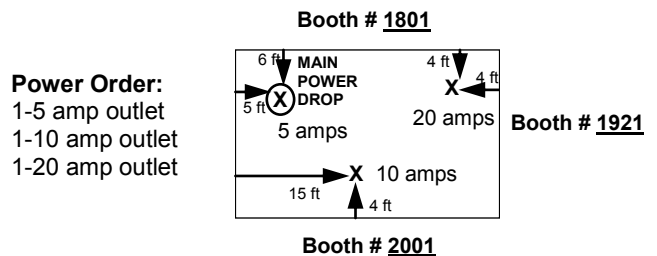
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Most power comes overhead at the WSCTC. Floor power is available in select locations only. You must order a separate outlet for each outlet location on your floor plan. **Example:**



Power Order:
2-5 amp outlets
1-15 amp outlet

EXAMPLE-FLOOR POWER



Power Order:
1-5 amp outlet
1-10 amp outlet
1-20 amp outlet

EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



5931 Fourth Avenue South
Seattle, WA 98108
Ph (206) 781-2411 Fax (206) 781-2270
seattle@edlen.com www.edlen.com

Company:	Bth#	
Contact:		
Phone:	Fax:	
Event:	TMS 2010 Annual Meeting & Exhibition	
Facility	Washington State Convention & Trade Center	
Dates	February 15-17, 2010	Event # 020007SE

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [] Master Card [] Visa [] American Express [] Diners Club [] Discover
Credit Card # _____ Expiration Date _____
Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: _____ Print Name: _____
Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____
I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights
Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service
Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.



SERVICE ORDER

- Telecommunications
- Internet
- Networking

Mail to: CCPI
 800 Convention Place
 Seattle, WA 98101
 On-Line: www.ccpi.net/wsctc
 Fax to: (206) 505-5498
 Phone: (888) 381-8924

Name of Event: _____	Dates of Event: _____	Booth/Room #(s): _____
Exhibiting Firm Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
Telephone: (_____) _____	Fax: (_____) _____	E-mail: _____

FOR DISCOUNT RATE ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT MOVE-IN DATE

A.	TELEPHONE SERVICES (Must dial 9 then the number)	QTY.	DISCOUNT	STANDARD	TOTAL	
1.	Standard Voice Line - Includes line with telephone. For voice communication only, NOT FOR LAPTOP OR PC COMPUTERS. (Dial 9" required.)		\$225	\$275		
2.	Credit Card/Fax Line - Includes line with jack. (NO dial "9" is standard.) Circle if Phone set is requested Circle if Dial "9" is requested		\$225	\$275		
3.	Do you want to call Long Distance? (Please circle one.) Yes No (LD will be billed to the authorized credit card below, at the close of the event.)		**	**		
4.	Optional Telephone Services--Video Conferencing, Multi-Line Phones, Speakerphone, Voice Mail, and Call Waiting. (Call for Pricing.)		888-381-8924	888-381-8924		
5.	ISDN Line (Does not include connection equipment.)		\$595	\$695		
B.	INTERNET ACCESS SERVICES (Includes 1 line w/RJ11 jack, or cable drop with 10/100 Base T Shared Ethernet & RJ45 jack to your booth or room, 1 computer connection, and technical support.)	QTY.	DISCOUNT	STANDARD	TOTAL	
1.	Shared T1 Ethernet Service with 1 Computer Connection		\$895	\$1095		
2.	Shared 512Kbps Ethernet Service with 1 Computer Connection		\$745	\$895		
3.	Shared 56Kbps Ethernet Service with 1 Computer Connection		\$395	\$495		
4.	Dedicated Ethernet Service (Scalable from 56Kbps to Full T1 - Call for Options and Pricing.)		888-381-8924	888-381-8924		
5.	Each Additional Ethernet Computer Connection		\$125	\$195		
6.	Wireless Service (Enterprise) includes one (1) 256Kbps shared Ethernet connection with one (1) computer connected. Includes on-site technical support and is available throughout the facility. Please submit signed "Wireless Services Statement" with your order.		\$495 per week	\$149 per day ____ DAYS		
C.	MISCELLANEOUS SERVICES	QTY.	DISCOUNT	STANDARD	TOTAL	
1.	Equipment Rental - PC's, Routers, Switches, Cyber Cafes, etc. (Call for Pricing.)		888-381-8924	888-381-8924		
2.	Internal Networking - Room to room, per connection charge.		\$250	\$360		
3.	Misc. Labor, VLAN's, DHCP, Technical Assistance, etc. (Call for Pricing.)		888-381-8924	888-381-8924		
			SUBTOTAL BEFORE SALES TAX		\$	
WA State Sales Tax applies to ALL exhibitors without a completed Tax Exempt Form (PER RCW 82.04.070)			ESTIMATED 10% TAX / FEES DEPOSIT		\$	
			TOTAL AMOUNT DUE (US DOLLARS)		\$	
PAYMENT OPTIONS						
Visa MC Amex Company Check Other			SERVICE PLACEMENT Service will be brought to the rear of the booth. Any variation must be marked on this diagram. Please attach a second page with additional placement information if necessary. (If island booth, please attach a drawing.)		REAR	
I authorize CCPI to bill my credit card for the charges listed above and any additional charges incurred, including any long distance service charges. Credit Card Number: _____ Card Expiration Date: _____(Must be valid through last day of event) Card Holder (Please Print) _____					LEFT	RIGHT
					AISLE	
Authorized Signature _____					PLEASE COMPLETE SERVICE PLACEMENT DIAGRAM	

TERMS AND CONDITIONS

TELECOMMUNICATIONS - INTERNET - NETWORKING - MISC. DATA SERVICE ORDER FORM

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM OR CLICKING ON THE "PLACE ORDER" BUTTON ON THE ELECTRONIC SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

- 1. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms.)
- 2. EQUIPMENT & SERVICE PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from CCPI in good condition. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates. **C. Clients requesting single** line telephone or ISDN service will receive a standard RJ11 jack as a part of the contract pricing. Clients requesting wired; shared or dedicated Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. **D. Standard Voice Line** - standard voice grade line is provided. These lines are **not** for connection to computers. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged the prevailing standard rate for the Internet Dedicated Dial-up Connection on the Service Order Form. **E. All lines will be restricted** from '976', '900', and '10-10' dialing unless otherwise requested in writing and approved by CCPI. A charge will be made for this.
- 3. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the Place Order" button on the electronic Service Order Form, you authorize CCPI to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Long distance charges** (\$.50/min Domestic, \$3.00/min International) and charges for all toll calls made (i.e. Directory Assistance, 800 calls) will be billed at the close of the event by CCPI to the authorized credit card provided, and added to the client's invoice and statement. CCPI will provide a detailed listing of all calls made on the line at the client's request. CCPI is not responsible for loss of communication services caused by local and/or long distance carriers. **D. Refunds in full** will be granted (except on special order items) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (Specially ordered services must be paid for in full, including all installation fees, once the order is placed by CCPI. No refunds will be given.) **E. Services installed** but not used will not be refunded. **F. Customer service** issues must be reported to CCPI during the event. In order for a refund to be considered, all claims must be filed in writing with CCPI prior to the close of the event. **G. There will be a \$50 fee** for any returned checks. **H. There will be a \$50 fee** for all wire transfers. **I. A monthly service** charge of 1.5% will be added to invoices 30 days past due. **J. When a delinquent** invoice is turned over to an attorney for collection, all fees and costs incurred will be added to the balance due.
- 4. TELEPHONE AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines may** be restricted from 976, 900, 10-10" dialing unless otherwise requested in writing and approved by CCPI. A charge may apply for this. **C. Long distance charges** of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, 800 Calls, etc.) will be applied to the authorized credit card provided. **D. Telephone and long distance** service providers for services will be CCPI's selected provider(s). **E. Internet connectivity** through a Single-Line Phone connection is prohibited. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged the prevailing standard rate for the Internet Dedicated Dial-up Connection on the Service Order Form.
- 5. CCPI INTERNET/DATA SERVICES RESPONSIBILITIES:** **A. Wired service** will be delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service** is 10/100Mbps over a gigabit fiber-optic backbone. **C. Wireless service** is currently at 11Mbps over a gigabit fiber-optic backbone. **D. Customers will be** issued a user name and password or IP address for each connection purchased. **E. Due to the nature** of the Internet CCPI cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **F. The choice** of the Internet Service Provider (ISP) is at the sole discretion of CCPI. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **G. CCPI does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by CCPI and/or its sub-contractors. **H. CCPI PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.** As is consistent with other service providers, CCPI is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. **IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE CCPI NETWORK.**
- 6. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. CCPI REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE CCPI NETWORK.** **B. AT NO TIME** shall a client power up any wireless device not provided by CCPI without prior written authorization from CCPI. **C. At no time**, while connected to the CCPI network shall the client use/run their own switch, router, DHCP server or any other Networking device without prior written authorization from CCPI. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the CCPI network must, at CCPI's request, be immediately disabled or disconnected from the network. **F. Customer must** provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100Mbps, RJ45 connection. **G. Internet client** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or CCPI and/or the site. **H. Customer is** responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. **I. Customer is** responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- 7. CCPI'S OBLIGATIONS UNDER** this Agreement are subject to, and CCPI and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCPI, its representatives, agents, subcontractors or employees, or any other cause beyond CCPI's reasonable control. In no event shall CCPI be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 8. Wireless Services Statement** - Customer is responsible for providing a signed Wireless Services Statement prior to CCPI activating Wireless Service(s) for customer.
- 9. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from CCPI shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 10. ONLY CCPI PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of CCPI.
- 11. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. CCPI reserves the right to limit use of outside communication devices, including wireless devices.

Order On-line at: www.ccpi.net/wsctc

CONVENTION COMMUNICATION PROVISIONERS, INC.

800 CONVENTION PLACE, SEATTLE, WA 98101 PHONE: 888-381-8924 FAX: 206-505-5498 E-MAIL: wsctcinfo@ccpi.net

WIRELESS SERVICES STATEMENT

Exclusive

Site Name: _____

Company Name: _____

Show Name: _____

Booth/Room #: _____

Telecommunications and Internet Service Provider at the Washington State Convention & Trade Center

OVERVIEW

CCPI is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11a/b/g system. The wireless service offers Internet access at speeds up to 256Kbps, servicing show administration, exhibitors as well as attendees (customers). The actual bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. CCPI can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote at 888-381-8924.

Wireless service is an entry level service ideal for web surfing and checking web based email. CCPI's wireless network can be accessed throughout the Facility by using a WiFi compatible 802.11a/b/g network card. CCPI offers two levels of wireless service at the facility: **Casual Service**, which is available in designated common areas only (WiFi Access Centers) at 56 Kbps speed and with 24 hour telephone tech support only. Casual service may be purchased by the day or in multiple day increments. **Enterprise Service** which is available in exhibit halls, meeting rooms as well as common areas at 256Kbps and with on-site technical support may be purchased by the show or by the day.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. CCPI cannot guarantee that interference will not occur. CCPI does not recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, CCPI highly recommends customers(s) purchase hardwired services such as Shared Ethernet or Dedicated Ethernet services.

If you are unsure which of our products will best suit your needs please call our on-site representative at 888-381-8924 and they will be happy to assist you.

RESTRICTIONS AND SPECIAL REQUESTS

Due to the extensive coverage CCPI provides for the Facility, **NO** customer provided access points are authorized for use within the facility without CCPI prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the CCPI wireless network. Wireless customers may not operate in ad-hoc or peer-to-peer mode due to the potential for interference with other wireless customers. Customers may not operate 2.4GHz or 5.2GHz cordless phones. Customers may not operate 2.4GHz wireless video or security cameras or any other equipment transmitting in the 2.4GHz or 5.2GHz spectrum.

CCPI requires all Customers showcasing their wireless products to contact CCPI 21 days prior to the show move-in so that we may engineer a cohesive network, operating without interference (all approvals will incur a site survey fee). Misuse of any wireless service by any customer may result in service interruption to yourself or other customers and can lead to disconnection of the customer's equipment. **No service refunds will be given.**

In order to provide the most robust 802.11a/b/g wireless services possible, CCPI must control the 2.4GHz frequency radio spectrum used by 802.11 b and 802.11 g (2.412GHz to 2.462 GHz) and the 5.2GHz frequency radio spectrum used by 802.11 a (5.15GHz to 5.35GHz) within the Facility.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY CCPI ARE PROHIBITED

I hereby attest that I understand and agree to the limitations and vulnerabilities of the wireless service provided by CCPI at the Facility. I also understand that if I use this service for any reason including, but not limited to demonstrating, showcasing or presenting my products, CCPI shall not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of CCPI. Upon receipt of this form, CCPI's wireless service and/or customer's authorized wireless access point devices (only with CCPI's prior approval) will be activated/available for your use.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Contact Phone #: _____

CONVENTION COMMUNICATION PROVISIONERS, INC.

800 CONVENTION PLACE, SEATTLE, WA 98101 PHONE: 888-381-8924 FAX: 206-505-5498 [E-MAIL: wsctinfo@ccpi.net](mailto:wsctinfo@ccpi.net)
Exclusive Telecommunications and Internet Service Provider at the Washington State Convention & Trade Center



**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

ARAMARK has the exclusive food and beverage rights within the Washington State Convention and Trade Center. Organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting company.
2. All items are limited to SAMPLE SIZES and may be distributed from exhibit location only.
 - a) Non-alcoholic beverage samples, including energy drinks, are limited to maximum three (3) ounce containers.
3. Food items are limited to three(3) ounces or bite size portions.
4. Food and/or beverage items as traffic promoters (i.e., popcorn, coffee, bar service) **MUST** be purchased through ARAMARK.

CONVENTION NAME: _____

COMPANY NAME: _____

BOOTH/ROOM #: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE: _____ **FAX:** _____

PRODUCT TO BE SAMPLED: _____

PORTION SIZE: _____

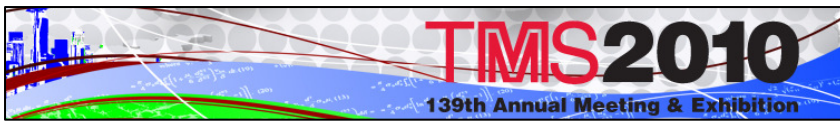
PROPOSED METHOD OF DISTRIBUTION: _____

SERVICES REQUIRED: Appropriate Charges will be quoted after request has been received. **Please Note:** This is not an order form – an ARAMARK Sales Manager will contact you to obtain more information regarding the services you require.

STORAGE: Limited storage is available. Please call for fees and additional information

PLEASE COMPLETE THIS FORM IN IT'S ENTIRETY AND RETURN TO:

Washington State Convention and Trade Center
ATTN: Catering Sales Department
800 Convention Place
Seattle, WA 98101
(206) 694-5085 – Fax (206) 694-5398



February 14-18
Washington State Convention and Trade Center
Seattle, WA

OFFICIAL CONTRACTOR

Official Computer & Audio Visual Rental
Order Form

Rentsys®
800.955.5171
979.690.5826 fax
www.rentsys.com

	Show Rate	Qty.	Total
LCD Displays			
19" LCD FLAT PANEL DISPLAY	\$125.00		
20" LCD FLAT PANEL DISPLAY	\$195.00		
23"/24" LCD FLAT PANEL DISPLAY	\$295.00		
26"/27" LCD FLAT PANEL DISPLAY	\$345.00		
30" LCD FLAT PANEL DISPLAY	\$545.00		
40" LCD FLAT PANEL DISPLAY	\$895.00		
42" LCD FLAT PANEL DISPLAY (1080p)	\$995.00		
46" LCD FLAT PANEL DISPLAY	\$1,395.00		
Plasma Displays	Show Rate	Qty.	Total
42" PLASMA DISPLAY	\$695.00		
50" PLASMA DISPLAY	\$795.00		
37" HITACHI PLASMA DISPLAY 4:3	\$995.00		
61" PLASMA DISPLAY	\$1,595.00		
65" PLASMA DISPLAY	Call For Availability		
LCD & Plasma Accessories (only available when renting one of the above displays)	Show Rate	Qty.	Total
FLOOR STAND - DUAL POST <input type="checkbox"/> COBRA <input type="checkbox"/> (CHECK ONE)	\$95.00		
SIDE MOUNT SPEAKERS FOR FLAT PANEL 30" OR LARGER	\$75.00		
SOUNDBAR FOR FLAT PANEL 20" OR SMALLER	\$25.00		
WALL MOUNT FOR FLAT PANEL LESS THAN 30" - TILT <input type="checkbox"/> FLAT <input type="checkbox"/> (CHECK ONE)	No Charge		
WALL MOUNT FOR FLAT PANEL 30" OR LARGER - TILT <input type="checkbox"/> FLAT <input type="checkbox"/> (CHECK ONE)	\$25.00		
Special Items	Show Rate	Qty.	Total
INTERACTIVE KIOSK	Call For Availability		
Desktop Computers	Show Rate	Qty.	Total
HP EVO D530, PENTIUM IV, 2.8 GHz, 512MB, 40GB	\$175.00		
DELL OPTIPLEX GX270, PENTIUM IV, 3.0 GHz, 512MB, 40GB	\$225.00		
HP7800, CORE 2 DUO, 2.33 GHz, 2GB, 80GB, DVD/CDRW	\$285.00		
DELL OPTIPLEX GX745, CORE 2 DUO, 2.4 GHz, 2GB, 160GB	\$295.00		
Notebook Computers	Show Rate	Qty.	Total
DELL D600, PENTIUM IVM, 2.0 GHz, 512MB, 40GB, DVD/CDR, WIRELESS NIC	\$195.00		
DELL D630, CORE 2 DUO, 2 GHz, 2GB, 80 GB, WIRELESS NIC	\$325.00		
HP NC8430, CORE 2 DUO, 2 GHz, 2GB, 80GB, DVDRW, WIRELESS NIC	\$325.00		
Computer Operating Systems	Show Rate	Qty.	Total
WINDOWS 2000 <input type="checkbox"/> WINDOWS XP <input type="checkbox"/> WINDOWS VISTA <input type="checkbox"/> (CHECK ONE)	No Charge		
OFFICE 2000 <input type="checkbox"/> OFFICE XP <input type="checkbox"/> OFFICE 2003 <input type="checkbox"/> OFFICE 2007 <input type="checkbox"/> (CHECK ONE)	\$45.00		
Audio & Video Equipment	Show Rate	Qty.	Total
DATA PROJECTOR (2400 LUMENS) PROXIMA 6860	\$595.00		
DATA PROJECTOR (3000 LUMENS) NEC VT770	\$795.00		
DATA PROJECTOR (5000 LUMENS) SANYO PLC-XP56	\$1,295.00		
DVD PLAYER WITH S-VIDEO OUTPUT	\$75.00		
WIRED MICROPHONE: HANDHELD <input type="checkbox"/> LAVALIER <input type="checkbox"/> (CHECK ONE)	\$75.00		
UHF WIRELESS MICROPHONE: HEADSET <input type="checkbox"/> LAVALIER <input type="checkbox"/> (CHECK ONE)	\$175.00		
SOUND SYSTEMS WITH (2) SPEAKERS/STANDS, (1) 4 CHANNEL MIXER	\$275.00		
Printers & Computer Accessories	Show Rate	Qty.	Total
HP 4300 LASERJET PRINTER (45 PPM)	\$185.00		
HP 4600 COLOR LASERJET PRINTER (16 PPM)	\$495.00		
YAMAHA STEREO COMPUTER SPEAKERS (for PC)	\$15.00		
Additional Item(s):			
Notes:	Subtotal		
	*Show rate is for entire length of show		
	PLEASE COMPLETE BOTH PAGES		

Early Order Cut-Off Date is 02/04/2010.

Show Name:	TMS 2010 Annual Meeting and Exhibition
Location:	Seattle, WA
Exhibitor Information	
Company Name:	_____
Address:	_____
Phone:	() -
Ordered By:	_____
On-site Contact:	_____
On-site Contact Cell Phone:	() -
Show Information	
Booth Number:	_____
Delivery Date:	_____
Delivery Time:	8-10 <input type="checkbox"/> 10-12 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/>
- Equipment cannot be delivered to an empty booth. An authorized representative must sign for all equipment at the time of delivery. If the authorized representative is not available at the specified time indicated above, then the additional delivery charges will apply.	
- Equipment will be picked up from your booth after the show closes. You are responsible for equipment until picked up by Rentsys personnel.	
Payment Information	
For your convenience, we will use this authorization to charge your credit card account for your advance order, and any additional amount incurred as a result of show site orders placed by your representative. These charges may include applicable sales tax, labor, material handling, freight and/or delivery. Please complete the requested information below.	
Check One:	MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/>
Account Number:	_____
Customer Code (Purchasing Card Only)	_____
Expiration Date:	_____
Card Holder's Name	_____
Signature:	_____
Printed Name:	_____
Email Address:	_____
Charge Summary	
Subtotal Previous Page:	\$ _____
Delivery Charge:	+\$ _____
(1 to 3 items; \$125.00, 4 items and above ask sales associate)*	
Sales Tax (9.50%):	+\$ _____
Total Charges:	\$ _____
*Items ordered after the deadlines are subject to availability and additional charges/delivery fees. E1	

Freight & Drayage Charges

In the event that freight and drayage charges are incurred, all expenses will be billed directly to your account.

Terms and Conditions

Full payment, including applicable sales tax is due in advance. Purchase orders are not considered payment unless otherwise approved and accepted in advance by Rentsys.

Rentals

All equipment rentals are based on a "per show" rental unless otherwise specified. Rental prices do not include labor, delivery and removal of equipment from your booth unless otherwise specified. Rentsys reserves the right to substitute like equipment.

Rental Agreement

It is understood and agreed that the customer is renting Rentsys equipment for a specified period of time and is responsible for its safe return. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

Credits

It is your responsibility to advise our service center representative of any problems with your rental equipment, and to check your invoice for accuracy prior to the close of the exhibition.

Cancellations

1. Cancellations of equipment and services must be received 2 weeks prior to show start.
2. If equipment and services have already been provided at the time of cancellation, original charges will apply.

Unpaid Balances

Should there be any unpaid balances at the close of the show, terms will be net, due and payable in Houston, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will accrue a finance charge of 1.5% per month, which is an interest rate of 18%, and future orders will be on a pre-payment 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 shall either be applied to reduce the principal unpaid balance or refunded to the payer. This terms and condition agreement shall be governed and construed with the laws of the State of Texas.

Rental Rate

The rental rate charge is valid for the entire show.

Authorized Signature

I have read and understand the above policies.
Authorized Signature: _____

Fax Back 979.690.5826
Questions? 800.955.5171
E-mail: sales@rentsys.com

If paying by check, please mail to:
Rentsys Tradeshow Division
200 Quality Circle
College Station, TX 77845



International Wholesale Florist

www.tradeshowflorist.net
 14106 6th Ave. SW Seattle, WA 98166
 Phone: 206-623-2828 / Fax: 206-623-5530
 info@tradeshowflorist.net

Company _____ Booth Number _____ Install Date _____ AM PM
 Street Address _____ City _____ State _____ ZIP _____
 Phone _____ Fax _____ Email _____ PO Number _____
 Ordered by: _____

Check Discover American Express
 Visa Mastercard Corporate Personal

Card Number _____ Name on card _____ Exp. Date _____

Flowers and plants say it best! Add color and personality to your booth with floral arrangements and plants. These final touches will compliment your exhibit, adding brightness & elegance and attracting greater attendance to your booth. Let our floral designers enhance your display with beautiful arrangements tailored to your specifications

Advance Price is for orders received two weeks prior to the date of show.

Green Plant Rental

(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracena, Spathiphyllum & others)

Qty.		Advance Price	Show Price	TOTAL
_____	3' Plant	30.00	33.00	_____
_____	4' Plant	40.00	45.00	_____
_____	5' Plant	50.00	55.00	_____
_____	6' Plant	60.00	65.00	_____
_____	7' Plant	75.00	80.00	_____
_____	Boston Fern (6" Pot).....	18.00	22.00	_____
_____	Boston Fern (10" Pot).....	25.00	28.00	_____

Blooming Plant Rental

Qty.		Advance Price	Show Price	TOTAL
_____	Chrysanthemum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Other*	18.00	22.00	_____
_____	Azalea (Sept. – May) <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	22.00	25.00	_____
_____	Reiger Begonia <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Other*	22.00	25.00	_____
_____	Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	25.00	30.00	_____

Fresh Flower Designs

(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

Qty.		Advance Price	Show Price	TOTAL
_____	Arrangements, Small (approx. 1 ft. to 1.5 ft.)	35.00	40.00	_____
_____	Arrangements, Medium (approx. 1.5 ft. to 2 ft.)	50.00	55.00	_____
_____	Arrangements, Large (approx. 2 ft. to 3 ft.)	70.00	75.00	_____
_____	Arrangements, Exotic Tropical, Medium (approx. 1.5 ft. to 2 ft.)	50.00	55.00	_____
_____	Arrangements, Exotic Tropical, Showy (approx. 2.5 ft. to 3.5 ft.)	75.00	80.00	_____

* Comments: _____

Subtotal _____
 Delivery \$5.00
 8.9% Sales Tax _____
 (Per Washington Law, Delivery is Taxed)
 GRAND TOTAL _____

Payment Policy: All orders must be paid in full prior to delivery unless accompanied by a credit card.

Rental Policy: Rental items are the responsibility of the Exhibitor. Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

Cancellation Policy: Items canceled within three days of the show will be charged at 50% of original order.



Seattle Fire Department

Fire Marshal's Office - Special Events Section

220 3rd Avenue South
Seattle, WA 98104-2608

Phone: 206-386-1450

TO: Public Assembly Area Participant
FROM: Fire Marshal's Office - Special Events
SUBJECT: **General Requirements for Flame Proofing and Combustible Storage**

Dear Participant:

Effective January 1, 2009, the following items are required by the Seattle Fire Marshal's Office for booths at trade shows or otherwise used for display within the City of Seattle limits.

FLAME PROOFING

All decorations, drapes, signs, banners, plastic displays, split bamboo, items such as carpeting, artificial turf used in the vertical position, combustibles, etc. **within 18 inches** of ignition sources, such as lights fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be **flame retardant**. *Curtains, drapes, hangings and other decorative materials suspended from walls or ceilings must be flame resistant.*

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance for the item may be left in the booth when the vendor does not occupy it. The Certificate of Flame Resistance must indicate the item meets the requirements of either **National Fire Protection Association 701 (NFPA 701)** and /or the **State of California Fire Marshal** approved standard for flame proofing (Note: **Certificates of Flame Resistance are valid for one (1) year** after which time they must be renewed. Unless the certificate shows an expiration date stating otherwise or indicates the treatment can not be removed when laundered.)
2. A tag or label affixed to the item indicating it meets either the NFPA 701 and/or The State of California Fire Marshal approved standard for flame proofing.
3. Only certificates from a third party certifier or manufacturer of the product(s) are acceptable. Treating the item(s) yourself shall no longer be acceptable.

Painted back-drops/signage utilizing oil based or water based paints if provided with backing materials such backing material that is located **within 18 inches** of **ignition sources** must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.

Materials used for outdoor ground coverings, such as beauty bark, shredded tires that is located **within 18 inches** of **ignition sources** must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

Items which are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor prior to the showing opening, the show doors may be held and/or the vendor/exhibitor's booth maybe closed!

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc. is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal's Office.

GENERAL FIRE SAFETY GUIDELINES FOR WSCTC

1. All decorations, drapes, signs, banners, plastic displays, hay, split bamboo, combustibles, etc. **must be flame-retardant**. Table coverings with overhang greater than 6" must also be flame-retardant. Items that require treatment with a flame-retardant product will be subject to a flame test prior to or during show hours. Wood panels greater than 1/4" original thickness are considered flame-resistant.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain synthetic materials cannot be made flame resistant, and **their use is strictly prohibited**.

2. Special Effects permits are required for indoor fireworks, etc. Each of these effects will be subject to extensive review and will be handled on a case-by-case basis. Permits are not required to use smoke machines or lasers. Smoke machine usage must be communicated to the Fire Marshal and Event Coordinator in case it becomes necessary to authorize deactivation of smoke sensors.
3. Displayed vehicles must be indicated on submitted floor plans and are subject to the following restrictions:
 - a. Fuel in tanks is limited to a maximum of ¼ tank or five (5) gallons. Diesel fuel tanks are limited to a maximum of ¼ tank. **Vehicles with no or non-functioning fuel gauges will not be allowed in public assembly areas without prior approval by the Fire Marshal.**
 - b. Battery cables must be disconnected, with the cable ends taped over to prevent sparking.
 - c. Fuel tank fill caps must either be lockable or taped shut.
 - d. Visqueen should protect the flooring.
4. Deep fat fryers can be used under the following conditions without prior approval or permit:
 - a. Maximum capacity 1 gallon.
 - b. Fire extinguisher readily available in the booth with a minimum UL rating of [Class "K".]
 - c. A metal cover capable of covering the deep fat fryer shall be readily available in the booth.

NOTE: Deep fat fryers with a capacity of more than 1 gallon require advance approval from the Fire Marshal.

5. Candles may only be used in public assembly areas if done under permit for Open Flame, and only within an approved container (specific conditions apply). Sterno does not require a permit.
6. LPG (Propane) and CNG (Compressed Natural Gas) are prohibited in the WSCTC. Exception: 8 oz. butane canisters, which are used in conjunction with tabletop burners. Each exhibit booth is limited to one 8-oz. canister. If additional canisters are needed, they must be stored outside the building in an area that is acceptable to the Fire Department and the WSCTC.
7. Combustible storage is not allowed on the event floor. Combustible storage is specifically prohibited in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor. Booth storage of literature/brochures is limited to full boxes that can be easily stored under tables in the booth.
8. Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the event floor with prior approval by the Fire Marshal. Tanks must be properly labeled for contents and firmly secured in the upright position, with valves protected against damage. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited. Oxidizing gases (Oxygen or Nitrous oxide) in amounts in excess of 503 cubic feet may only be used in public assembly areas under permit for Hazardous Materials.