

SERVICE INFORMATION

BOOTH EQUIPMENT

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

*Show management requires that all tables are to be draped.

EXHIBIT HALL CARPET

All aisles will be carpeted in tuxedo. Show management requires that all booths be carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by January 25, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Saturday	February 13, 2016	8:00 AM - 5:00 PM
Sunday	February 14, 2016	8:00 AM - 5:00 PM
Monday	February 15, 2016	8:00 AM - 11:00 AM

EXHIBIT HOURS

Monday	February 15, 2016	2:00 PM - 6:30 PM
Tuesday	February 16, 2016	10:00 AM - 5:30 PM
Wednesday	February 17, 2016	10:00 AM - 2:00 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, 2016	2:00 PM - 7:00 PM
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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, 2016 at 7:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, February 18, 2016 at 5:00 PM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 fax (469) 621-5615
 FreemanNashvilleES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by January 25, 2016. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION
 C/O FREEMAN
 1701 LEBANON PIKE CIRCLE
 NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Thursday, January 14, 2016, at the above address. Material arriving after February 05, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION
 C/O FREEMAN
 MUSIC CITY CENTER
 700 KOREAN VETERANS BLVD
 NASHVILLE, TN 37203

Freeman will receive shipments at the exhibit facility beginning Saturday, February 13, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

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

ADDITIONAL SHOW INFORMATION

Per Show Management please note the following:

- All booths must be set during move-in no later than 1:00 PM on Monday, February 15, 2016.
- No early tear down of any exhibits will be acceptable prior to the move out schedule on page 1.
- Booth entertainment is allowed with written permission from TMS prior to Monday, February 8, 2016.
- Children under the age of 18 will NOT be permitted in the exhibit hall.
- No Helium filled balloons are allowed.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

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 (615) 884-5785 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by January 25, 2016.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

Please Note: Children under the age of 18 will NOT be permitted on the show floor.

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

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

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.

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

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



Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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



Personnel and Best Practices

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



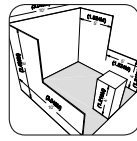
These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com



Guidelines for Display Rules & Regulations 2014 Update

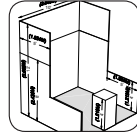


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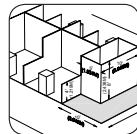
Linear Booth and Corner Booth

4



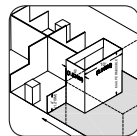
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5



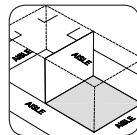
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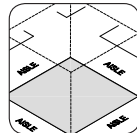
Peninsula Booth

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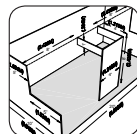
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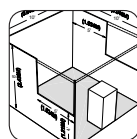
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Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

**For display rules and regulations specific to an exhibition or event,
consult the exhibition or event organizer.**

Linear Booth

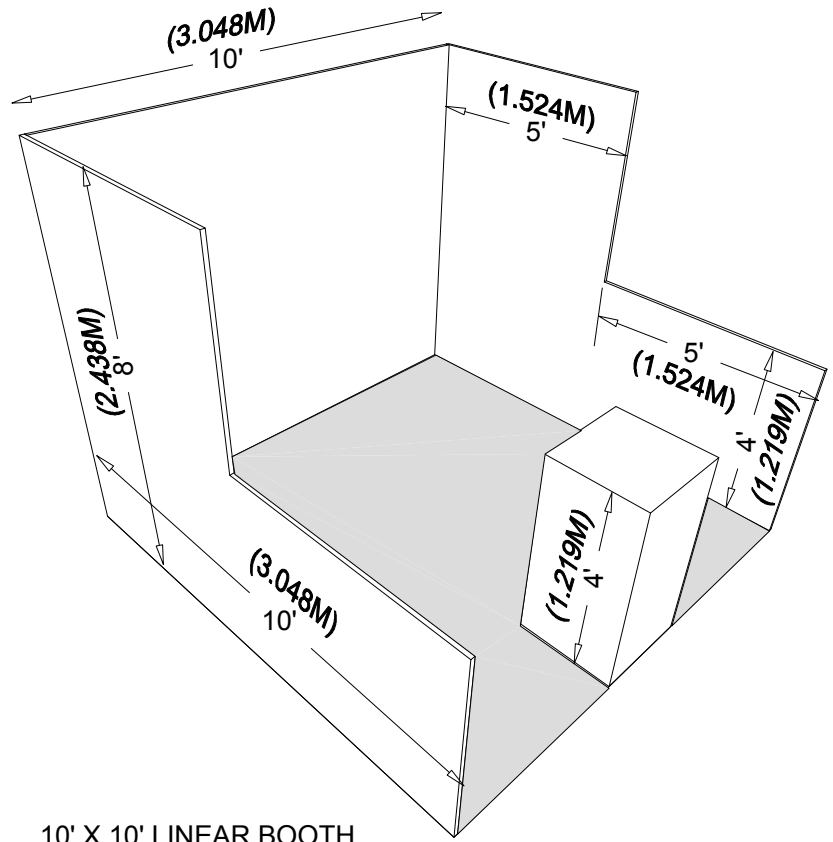
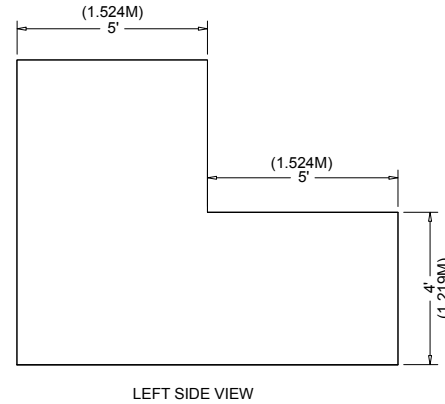
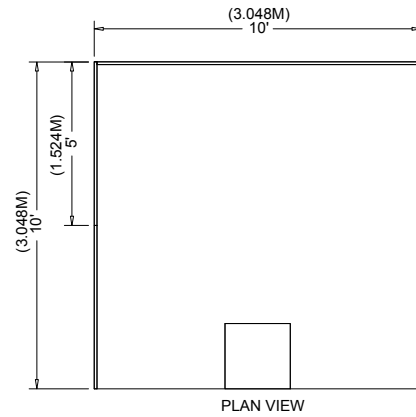
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

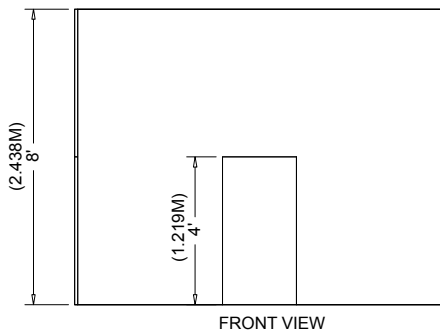
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



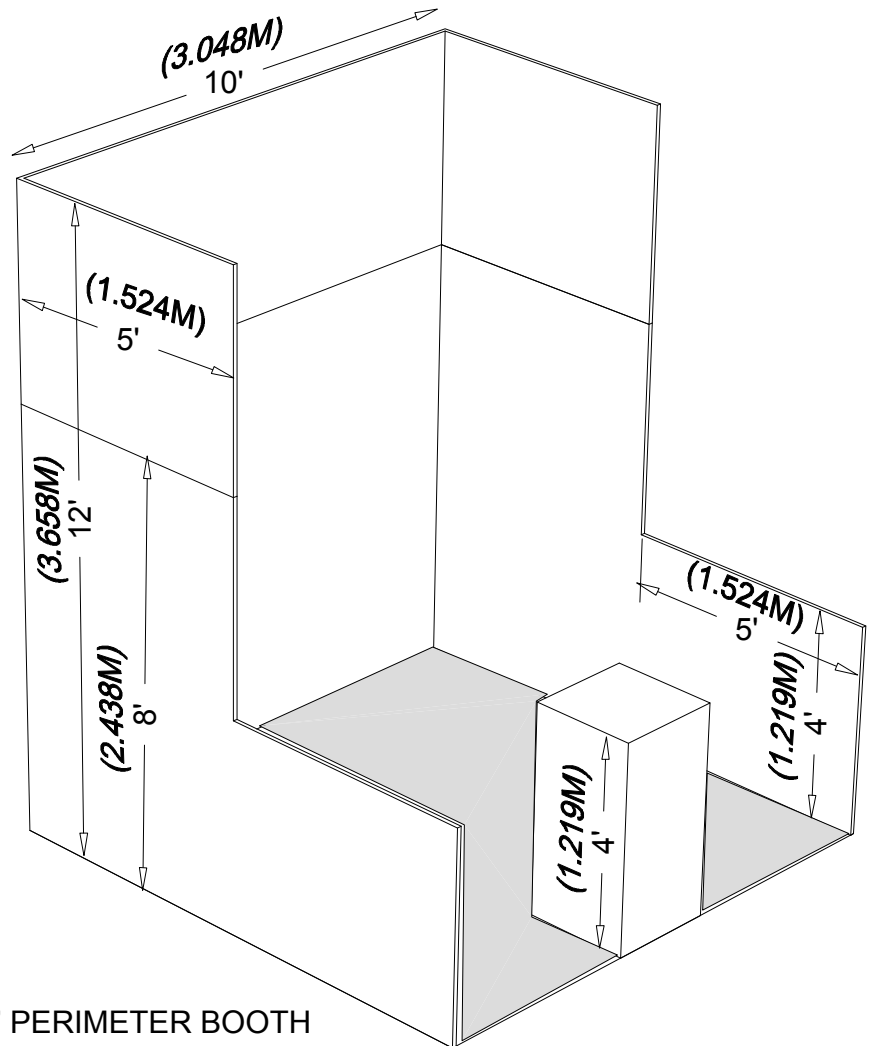
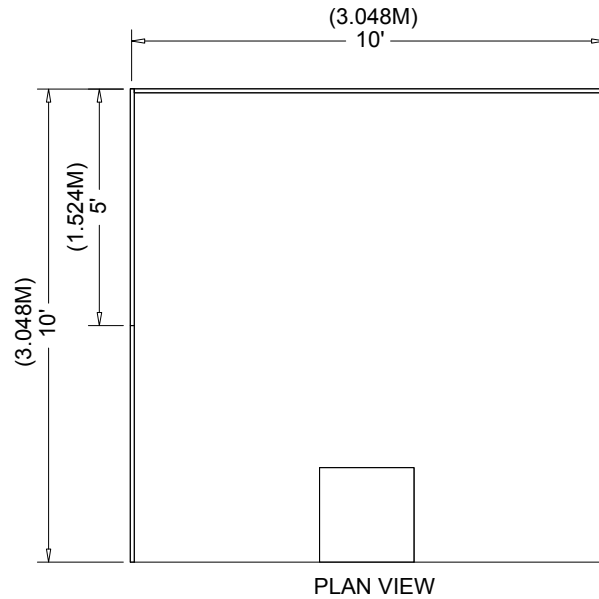
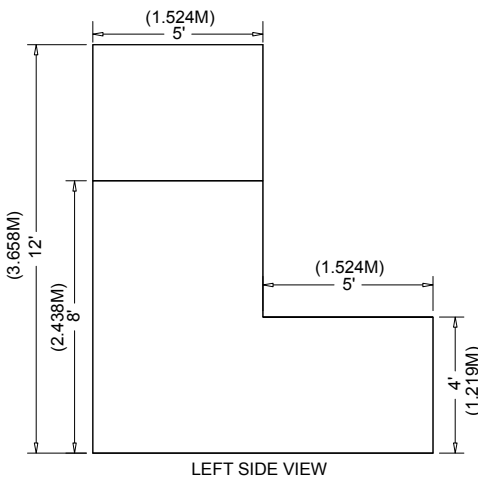
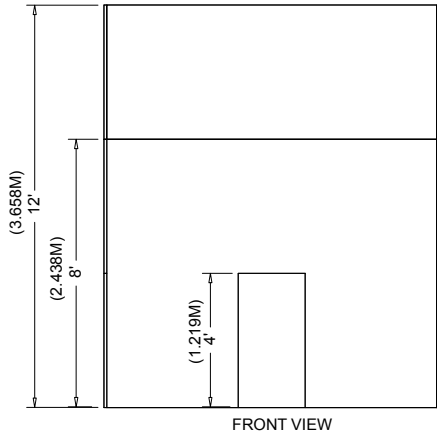
FRONT VIEW

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

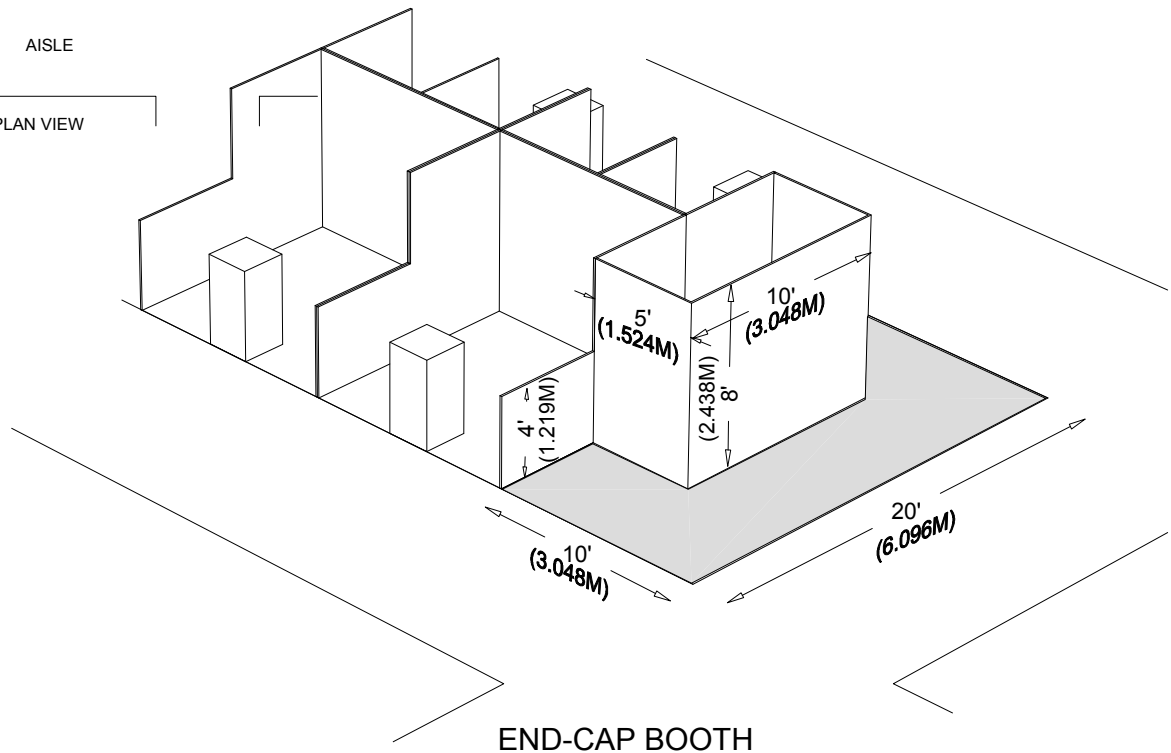
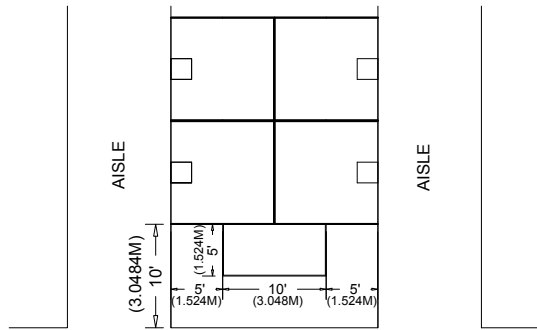
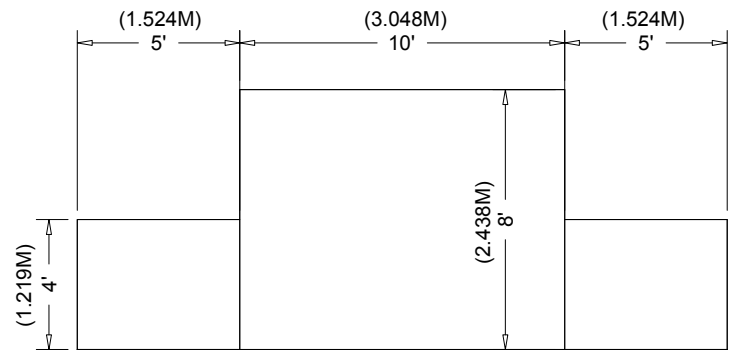
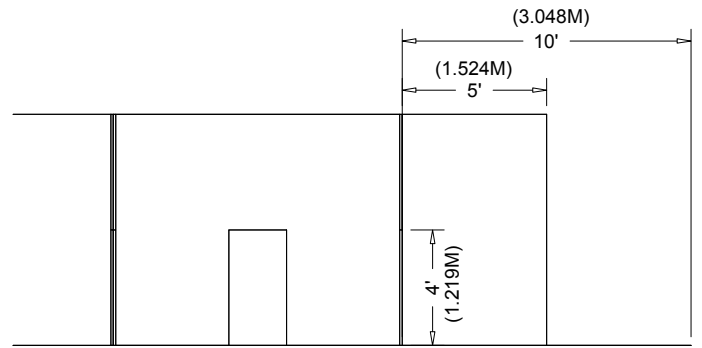


End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.

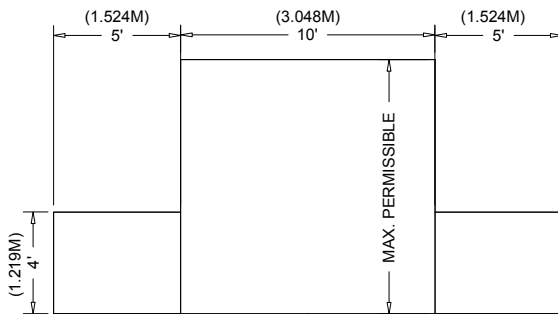
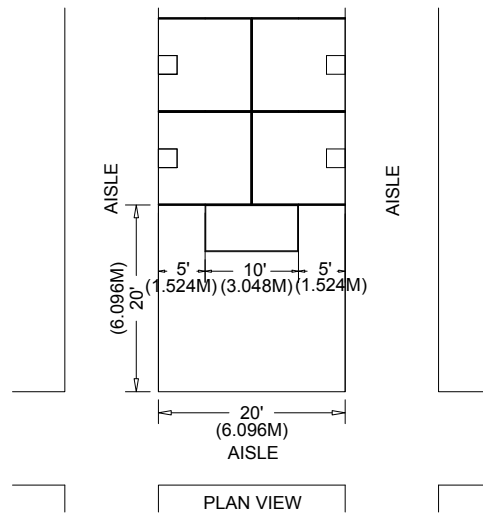


Peninsula Booth

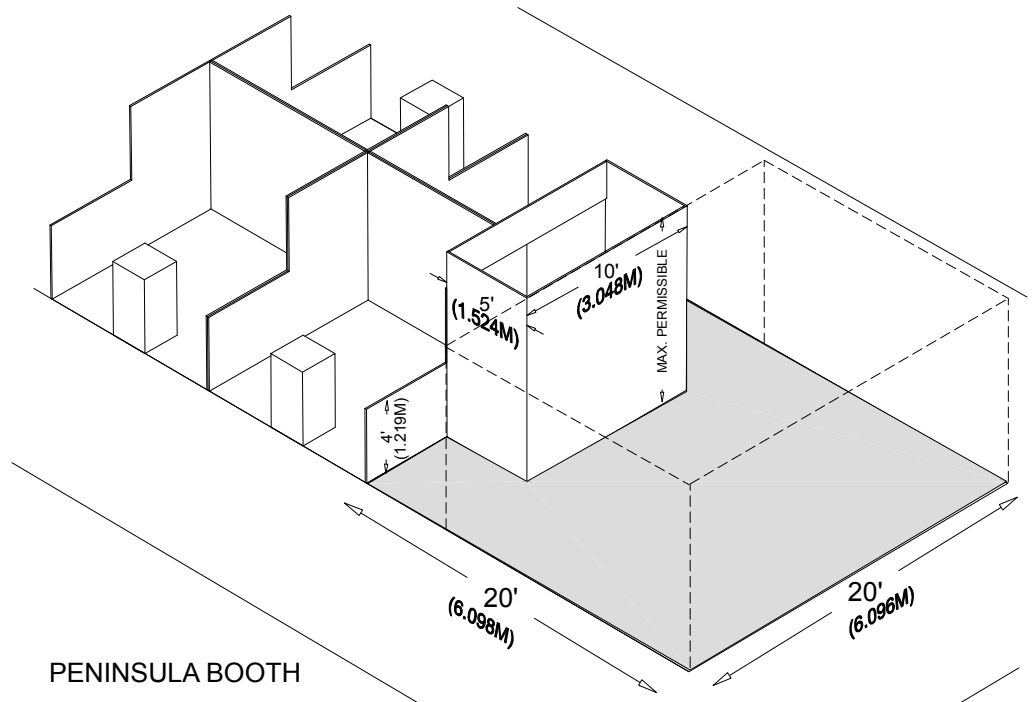
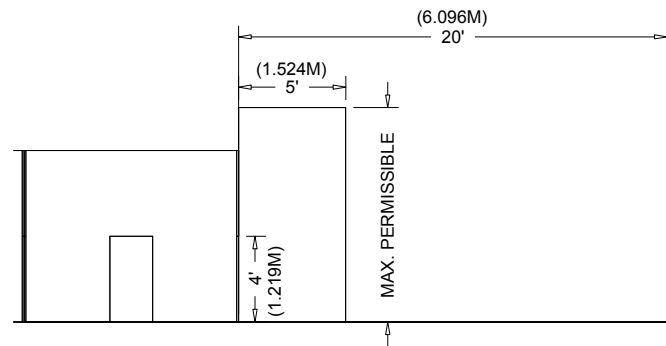
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

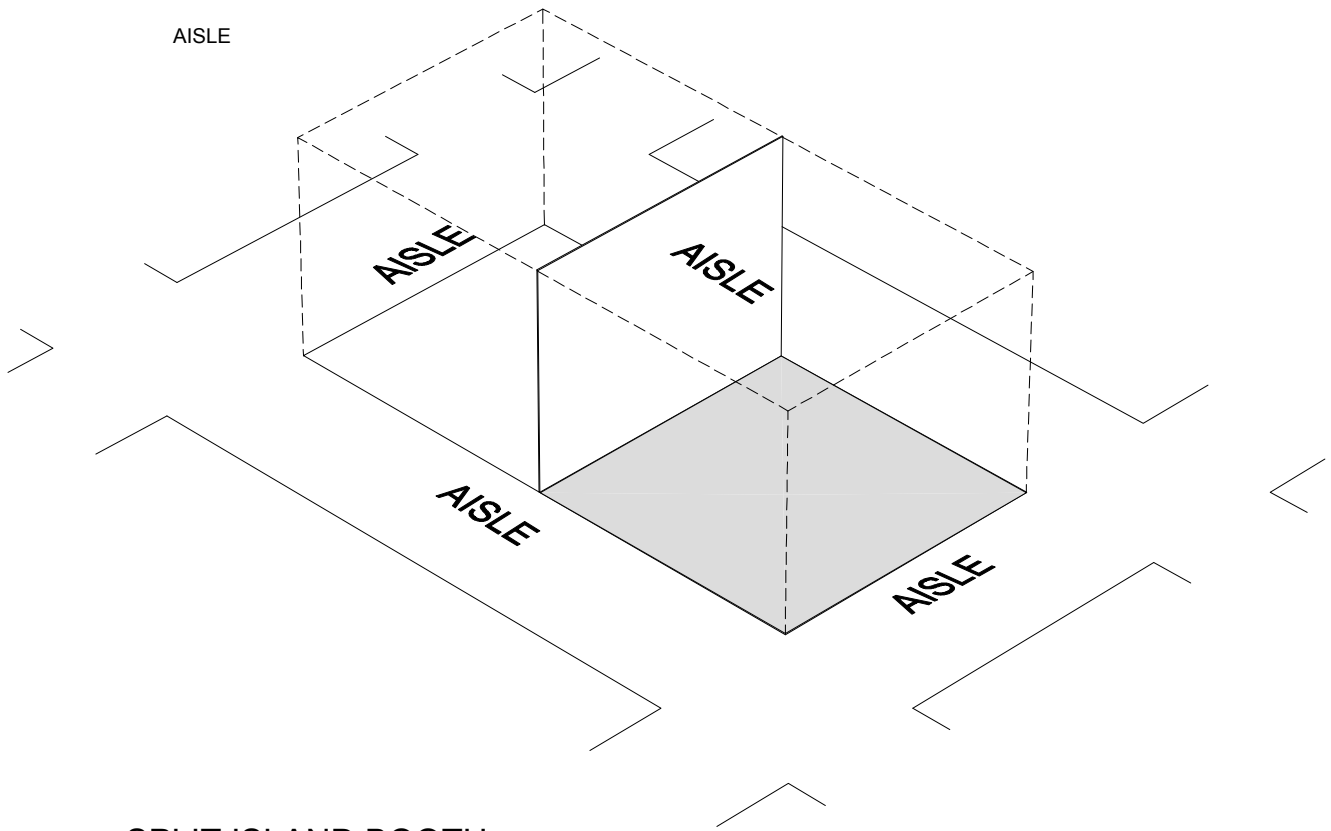
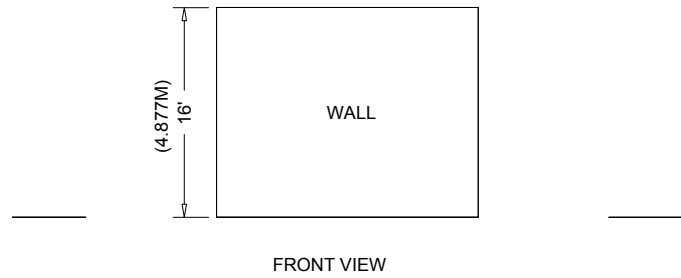
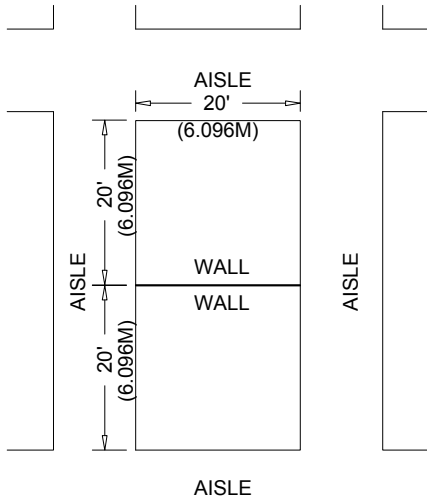
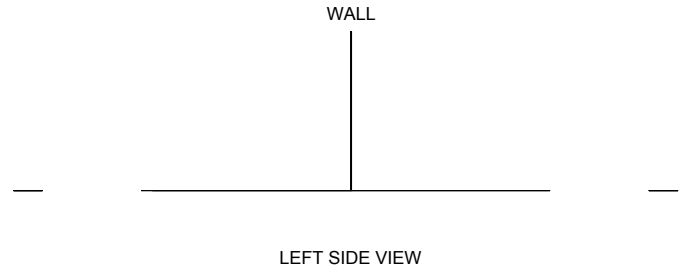


FRONT VIEW



Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



Island Booth

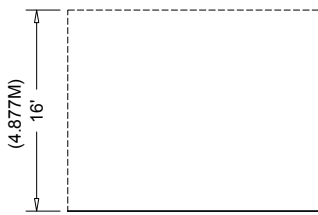
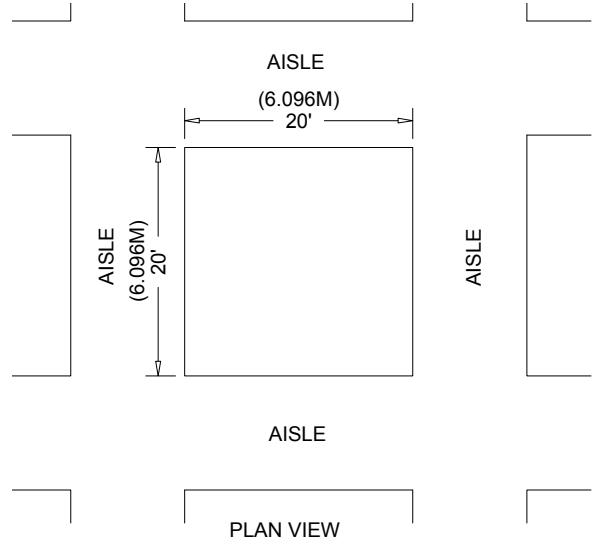
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

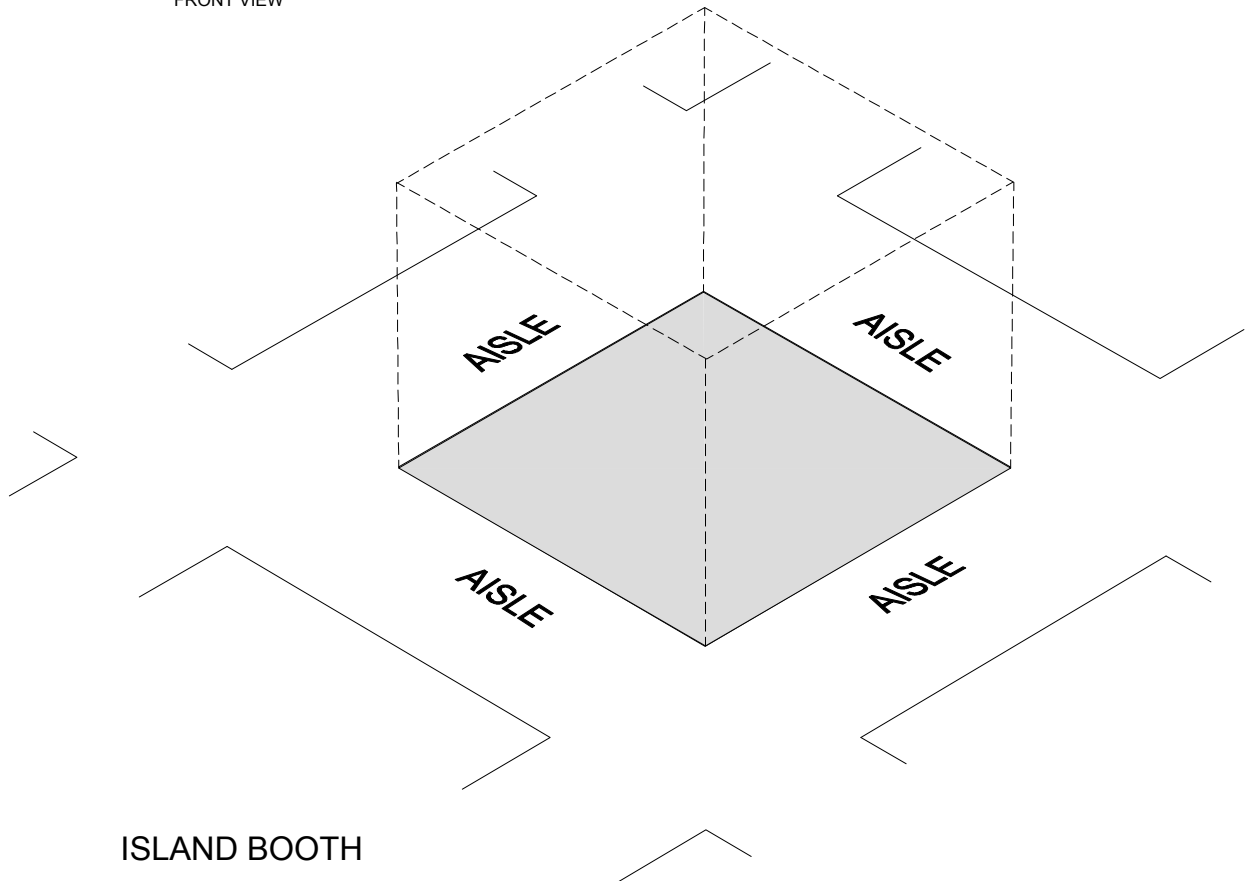
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW

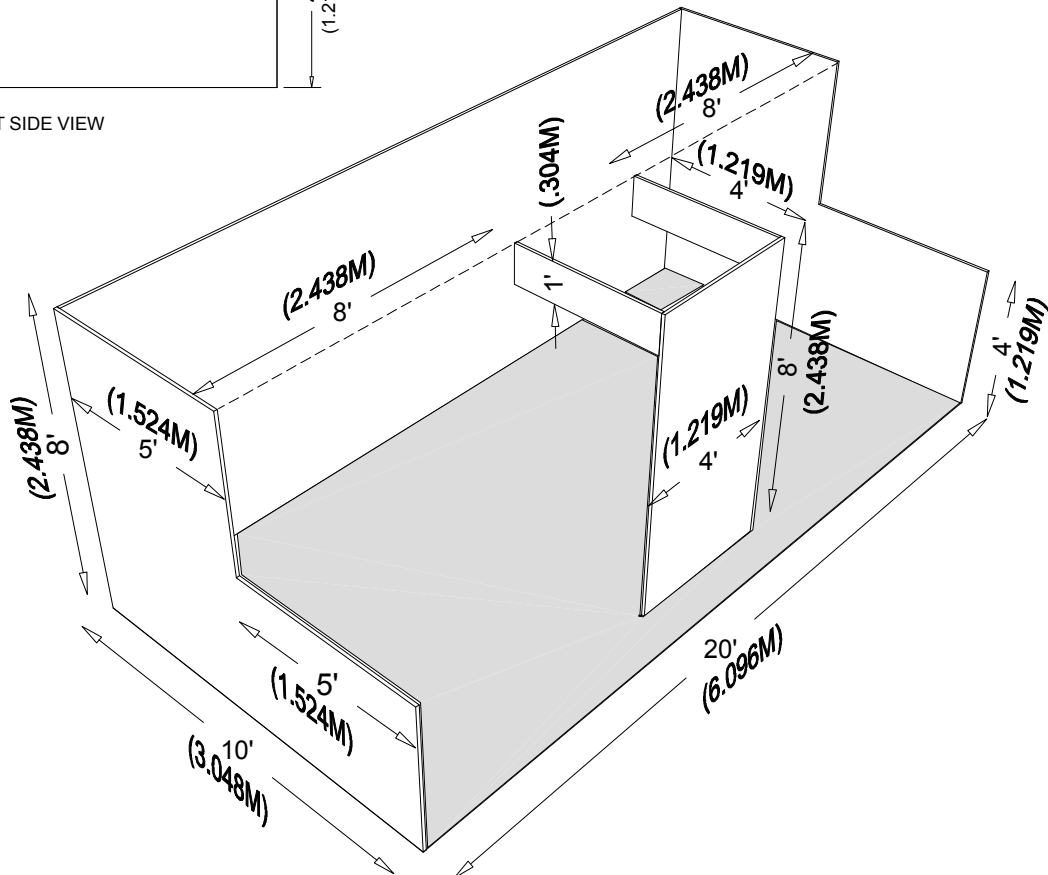
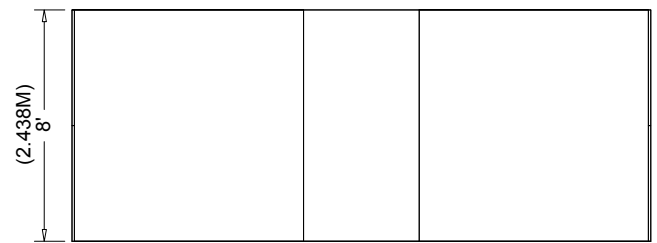
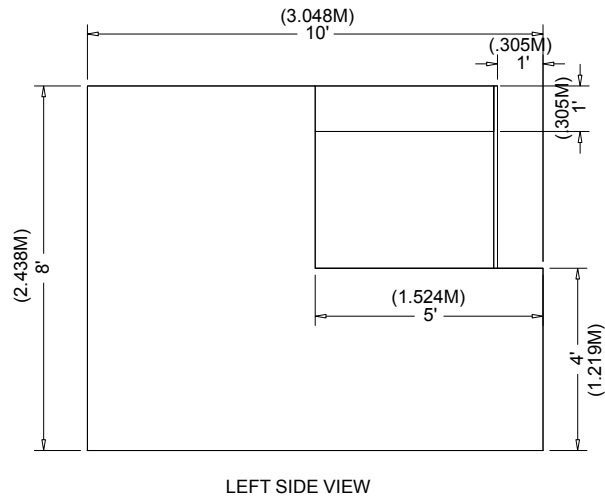
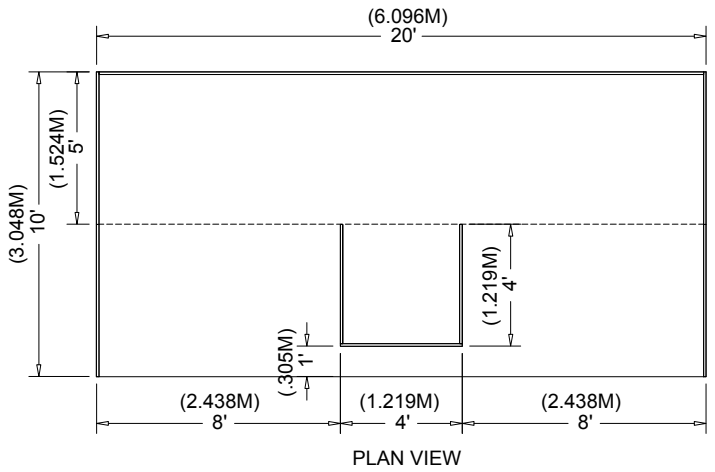


Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



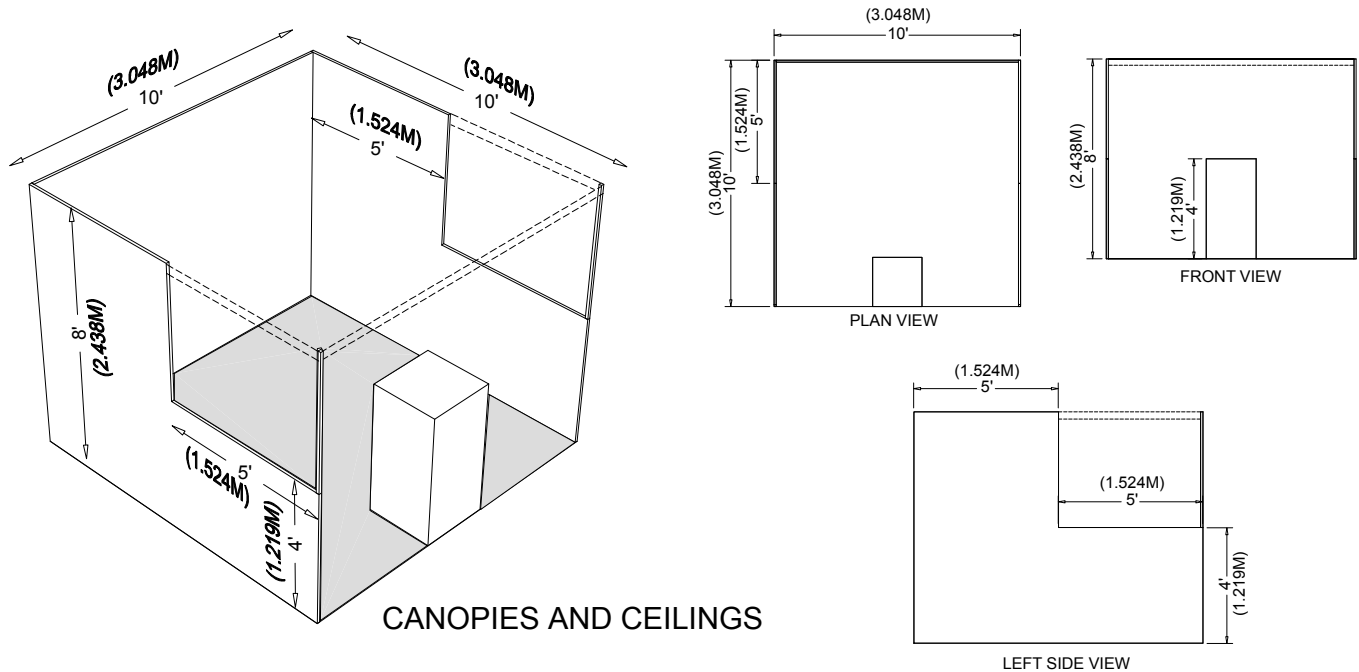
10' X 20' EXTENDED HEADER BOOTH

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Issues Common To All Booth Types *(continued)*

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

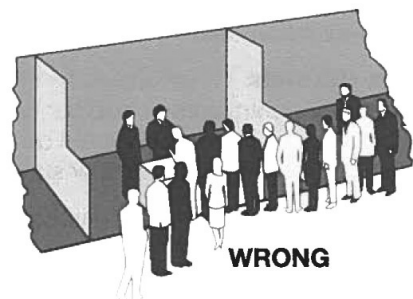
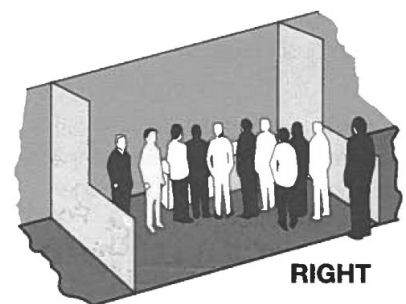
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



Issues Common To All Booth Types *(continued)*

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s or event’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Height Variances: Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

Environmental Responsibility: Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



Exhibitions and Events Mean Business
www.iaee.com

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USA

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Nashville, TN 37210
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JANUARY 25, 2016

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

COMPANY CHECK BANK TRANSFER

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.)

Bank transfer to Bank of America, N.A.; Dallas, TX
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Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman

CREDIT/DEBIT CARD

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

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

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

Please reference (303926) on your remittance.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.
<http://feedback.freemanco.com/?303926>

FREEMAN method of payment

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Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (303926)

third party authorization
FREEMAN

PAYMENT & LABOR

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT transportation



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



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



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

EXHIBIT TRANSPORTATION services

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

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

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

questions?

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

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

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

F R E E M A N

F R E E M A N

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

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

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE
NASHVILLE, TN 37210

MUST BE DELIVERED BY FEBRUARY 05, 2016

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

FREEMAN / Exhibiting Company Name / Booth #

TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION

C/O: FREEMAN
MUSIC CITY CENTER
700 KOREAN VETERANS BLVD
NASHVILLE, TN 37203

CANNOT BE DELIVERED BEFORE FEBRUARY 13, 2016

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freemanco.com

or

Fax: (469) 621-5810

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

SHOW # (303926) _____

FREEMAN exhibit transportation

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 78.50	157.00
Special Handling Shipment.....	\$102.25	204.50
Carpet and/or Pad Only Shipment.....	\$ 117.75	235.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 72.00	144.00
Special Handling Shipment.....	\$ 93.75	187.50
Uncrated or Pad Wrapped Shipment.....	\$108.00	216.00
Carpet and/or Pad Only Shipment.....	\$108.00	216.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 19.75	39.50
Show Site Shipment after Deadline	\$ 18.00	36.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 18.00	36.00
Special Handling Shipment.....	\$ 23.50	47.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.00	54.00
Carpet and/or Pad Only Shipment.....	\$ 27.00	54.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	\$ 18.00	36.00
Special Handling Shipment.....	\$ 23.50	47.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.00	54.00
Carpet and/or Pad Only Shipment.....	\$ 27.00	54.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
Tips to Save on Material Handling			0.00% Tax	N/A
			Total	

• **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments
 60 lbs. charged @ 200 lbs. \$ 157.00
 52 lbs. charged @ 200 lbs. \$ 157.00
 65 lbs. charged @ 200 lbs. \$ 157.00 = \$471.00

1 Consolidated Shipment
 3 pieces (1 shipment)
 177 lbs. charged @ 200 lbs = \$157.00

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

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

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

SPOTTING FEE

MOBILE UNITS* \$ 184.25 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 184.25 PER UNIT (Round Trip)

***NOTE:** Mobile units will be assessed the "one time" spotting charge listed above in addition to a one hour forklift/operator charge each way, (See Material Handling Equipment Labor form) for unloading and loading. Motorized equipment is defined as any vehicle arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____



Will you require a crane or forklift? _____

(*See Forklift / Rigging Labor Order Form)

Comments/Special Handling Requirements: _____

Who should we contact if we need more information? _____

FREEMAN mobile units/motorized vehicles

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 14, 2016

RECEIVING DATE BEGINS: JANUARY 14, 2016

DEADLINE DATE IS: FEBRUARY 05, 2016

DEADLINE DATE IS: FEBRUARY 05, 2016

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

NASHVILLE, TN 37210

WAREHOUSE

WAREHOUSE

TMS 2016 - 145TH ANNUAL MEETING

TMS 2016 - 145TH ANNUAL MEETING

& EXHIBITION

& EXHIBITION

EVENT: _____

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

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, 2016

CANNOT DELIVER BEFORE FEBRUARY 13, 2016

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
MUSIC CITY CENTER
700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

C/O: FREEMAN
MUSIC CITY CENTER
700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

SHOW SITE

SHOW SITE

TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION
EVENT: _____

TMS 2016 - 145TH ANNUAL MEETING & 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.



FURNISHING essentials

seating

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

diva series

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

diva counter stool

17"W 16"L 36"H – N71092

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

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

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



executive chair

Black Tweed

28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



seating

limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



black diamond stool

22"W 18"L 46"H – N71088



soho bistro table (page 6)

lounge seating

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



signature loveseat

Black

33"W 60"L 33"H – N73091

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

signature chair

Black

33"W 35"L 33"H – N71093



tables

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

glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

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



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027



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

tables

pedestal tables

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

soho series

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



chelsea series

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



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



office furniture

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



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

office series

Cherry or Oak

five-foot desk

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

credenza

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

bookcase

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



milano table

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

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



luna table

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

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



hemingway writing table

Black
24"W 49"L 29"H – N720191





display

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

draped or undraped table counters

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



tables (30" height)

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

counters (42" height)

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

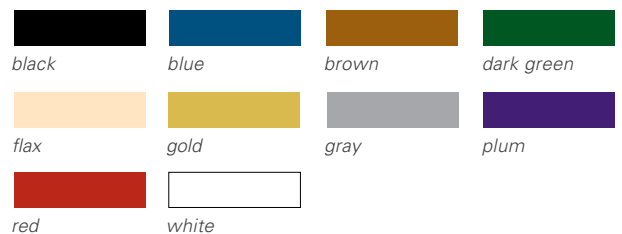


Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

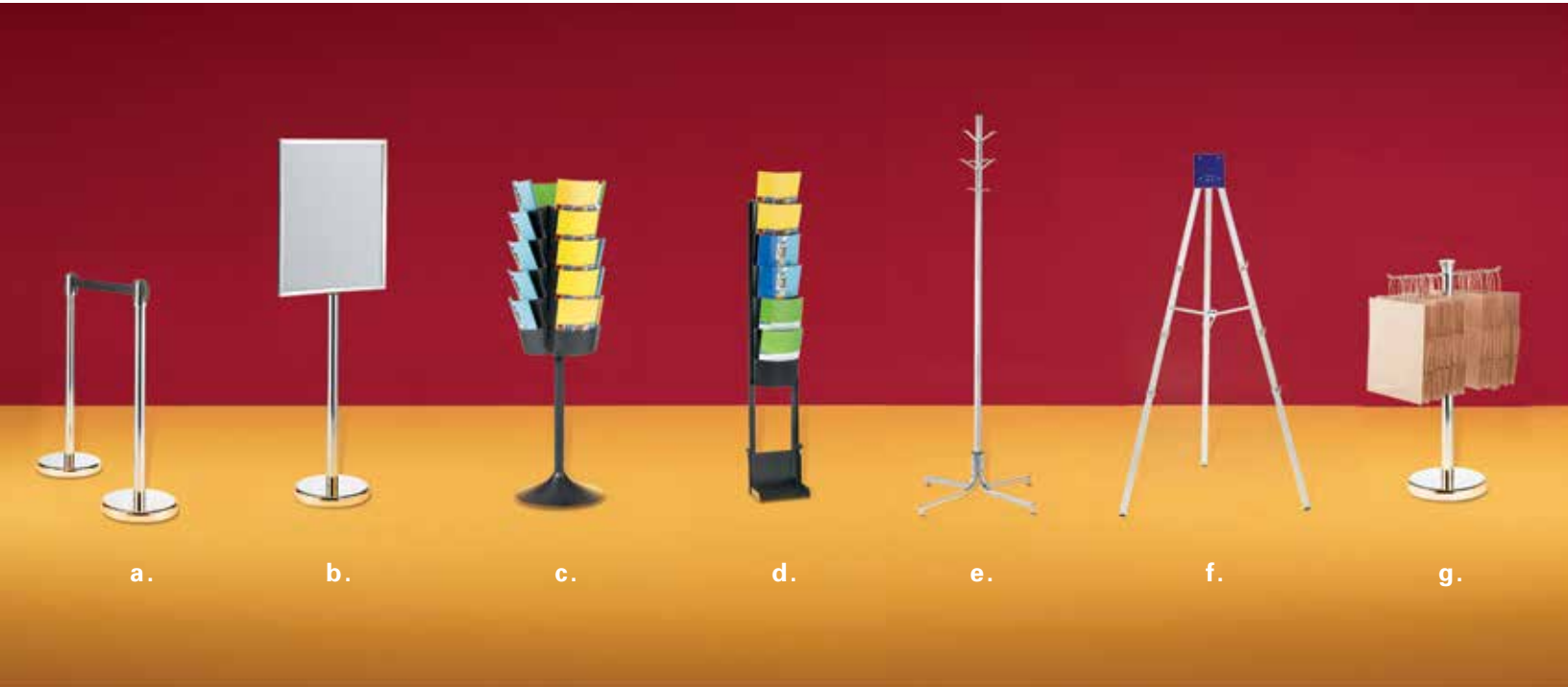
Black

24"W 49"L 42"H – N72056



accessories

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



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

special draping

(not pictured)

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

accessories

file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



floor-standing bulletin board

48"W 96"L 78"H – C10201484



table lamp*

Black

25"H – N75052



small refrigerator*

19"W 19"L 34"H – N75057



wastebasket

Wastebasket color may vary.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JANUARY 25, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71092	Diva Counter Stool	212.15	233.35	297.00	_____
___	N71091	Diva Chair	189.60	208.55	265.45	_____
___	N710144	Diplomat Chair	214.40	235.85	300.15	_____
___	N71038	Cherry Barrel Chair	169.75	186.75	237.65	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	239.50	263.45	335.30	_____
___	N71047	Gray Gaslift Stool	225.25	247.80	315.35	_____
___	N71046	Gray Gaslift Chair w/Arms ..	204.95	225.45	286.95	_____
___	N71045	Gray Gaslift Chair	169.75	186.75	237.65	_____
___	N71044	Executive Chair	276.65	304.30	387.30	_____
___	N71089	Black Diamond Side Chair..	107.10	117.80	149.95	_____
___	N71090	Black Diamond Arm Chair..	124.90	137.40	174.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71088	Black Diamond Stool	155.60	171.15	217.85	_____
___	C210108	Limerick® Chair..... by Herman Miller	59.70	65.65	83.60	_____
___	C210109	Limerick® Stool..... by Herman Miller	99.85	109.85	139.80	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING						
___	N73091	Signature Loveseat	684.85	753.35	958.80	_____
___	N71093	Signature Chair	371.30	408.45	519.80	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
___	N72026	Cherry Cocktail Table.....	168.95	185.85	236.55	_____
___	N72027	Cherry End Table.....	139.10	153.00	194.75	_____
___	N72015	Glass Conference Table.....	199.85	219.85	279.80	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	148.50	163.35	207.90	_____
___	N72029	Metro Slate End Table.....	108.35	119.20	151.70	_____
___	C115103	Studio Black Cocktail Table.	106.85	117.55	149.60	_____
___	C115104	Studio Black End Table.....	79.65	87.60	111.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	127.65	140.40	178.70	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	191.90	211.10	268.65	_____
___	N72070	Black-top Bistro 24"W x 42"H	191.90	211.10	268.65	_____
___	N72067	Black-top Café Table 36"x30".	191.90	211.10	268.65	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	191.90	211.10	268.65	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	173.35	190.70	242.70	_____
___	N72064	Café Table 36"W x 30"H	173.35	190.70	242.70	_____
___	N720163	Bistro Table 30"W x 42"H	173.35	190.70	242.70	_____
___	N720164	Bistro Table 36"W x 42"H	173.35	190.70	242.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE						
___	N72093	Milano Table/Blonde Top	399.35	439.30	559.10	_____
___	N72092	Milano Table/Black Top	399.35	439.30	559.10	_____
___	N72094	Luna Table/Black Top	585.25	643.80	819.35	_____
___	N720191	Hemingway Writing Table	351.20	386.30	491.70	_____
___	N74061	Cherry Desk 5'	474.20	521.60	663.90	_____
___	N74065	Cherry Bookcase	200.45	220.50	280.65	_____
___	N74064	Cherry Credenza	380.45	418.50	532.65	_____
___	N74071	Oak Desk 5'	474.20	521.60	663.90	_____
___	N74075	Oak Bookcase	200.45	220.50	280.65	_____
___	N74074	Oak Credenza	380.45	418.50	532.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE						
___	N72056	Display Counter.....	345.40	379.95	483.55	_____
___	N75079	Orion Computer Kiosk.....	387.80	426.60	542.90	_____
___	N75030	Black Display Cube/Small.....	215.10	236.60	301.15	_____
___	N75031	Black Display Cube/Medium....	232.70	255.95	325.80	_____
___	N75032	Black Display Cube/Large.....	267.65	294.40	374.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	216.55	238.20	303.15	_____
___	N75021	Black Display Cylinder/Med.	251.60	276.75	352.25	_____
___	N75022	Black Display Cylinder/Lg....	288.20	317.00	403.50	_____

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

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H.....	92.85	102.15	130.00	___
___	C130430	Draped Table 4'L x 30"H.....	105.05	115.55	147.05	___
___	C130630	Draped Table 6'L x 30"H.....	129.50	142.45	181.30	___
___	C130830	Draped Table 8'L x 30"H.....	151.85	167.05	212.60	___
___	C1240463	4th Side Drape 6'L x 30"H...	49.35	49.35	69.10	___
___	C1240483	4th Side Drape 8'L x 30"H...	49.35	49.35	69.10	___
___	C130342	Draped Counter 3'L x 42"H.	137.50	151.25	192.50	___
___	C130442	Draped Counter 4'L x 42"H.	157.05	172.75	219.85	___
___	C130642	Draped Counter 6'L x 42"H.	172.65	189.90	241.70	___
___	C130842	Draped Counter 8'L x 42"H.	190.30	209.35	266.40	___
___	C1240464	4th Side Drape 6'L x 42"H...	49.35	49.35	69.10	___
___	C1240484	4th Side Drape 8'L x 42"H...	49.35	49.35	69.10	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	34.40	37.85	48.15	___
___	C131430	Undraped Table 4'L x 30"H..	41.75	45.95	58.45	___
___	C131630	Undraped Table 6'L x 30"H..	49.35	54.30	69.10	___
___	C131830	Undraped Table 8'L x 30"H..	57.55	63.30	80.55	___
___	C131342	Undraped Counter 3'Lx42"H	75.70	83.25	106.00	___
___	C131442	Undraped Counter 4'Lx42"H	83.80	92.20	117.30	___
___	C131642	Undraped Counter 6'Lx42"H	92.30	101.55	129.20	___
___	C131842	Undraped Counter 8'Lx42"H	102.00	112.20	142.80	___

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	C220121	Chrome Stanchion w/belt ..	77.45	85.20	108.45	___
___	C220118	Chrome Sign Holder	90.70	99.75	127.00	___
___	N750135	Round Literature Rack	197.65	217.40	276.70	___
___	N750136	Flat Literature Rack	155.10	170.60	217.15	___
___	C220109	Chrome Coat Tree	49.35	54.30	69.10	___
___	C220134	Chrome Easel	51.50	56.65	72.10	___
___	C220110	Chrome Bag Rack	86.80	95.50	121.50	___
___	220107	Wastebasket	20.80	22.90	29.10	___
___	220106	Corrugated Wastebasket....	N/A	N/A	N/A	___
___	N75057	Small Refrigerator	373.05	410.35	522.25	___
___	N75052	Black Table Lamp	98.80	108.70	138.30	___
___	N74082	File Cabinet/2 Drawer	129.85	142.85	181.80	___
___	N74081	File Cabinet/4 Drawer	170.50	187.55	238.70	___
___	10201484	Bulletin Board	201.95	222.15	282.75	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	11.70	12.85	16.40	___
___	12108	Special Drape 8'H (per ft.) ...	17.60	19.35	24.65	___

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

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



SELECT furnishings

seating

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

naples



chair

Black Leather

36" L 30" D 28" H – 810119

⚡ Powered option – 810120



loveseat

Black Leather

62" L 30" D 28" H – 830120

⚡ Powered option – 830122



sofa

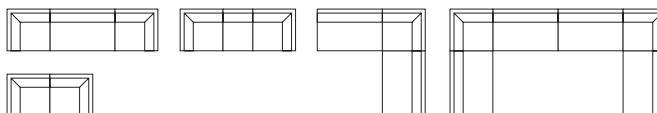
Black Leather

87" L 30" D 28" H – 830119

⚡ Powered option – 830121

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather

24" L 24" D 28" H – 810117



sofa

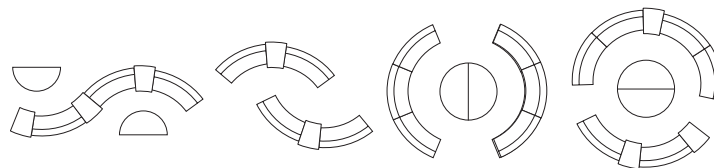
Black Leather

48" L 24" D 28" H – 830116

⚡ See pages 15 and 16 for all Powered options.

south beach

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



sofa

Platinum Suede

69" L 29" D 33" H – 8301



ottoman

Platinum Suede

25" L 31" D 18" H – 8151

key west



loveseat

Black Fabric

57" L 35" D 33" H – 8307



sofa

Black Fabric

85" L 35" D 33" H – 8306



tub chair

Black Fabric

31" L 31" D 31" H – 8103

seating



allegro

chair

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

sofa

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



tangiers

chair

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

sofa

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



roma

chair

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

sofa

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



⚡ See pages 15 and 16 for all Powered options.

casual seating

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

ottomans

endless square

Black Leather – 815123

White Leather – 815122

34" L 34" D 15" H



half round ottoman

White Leather – 81514

Black Leather – 81513

72" L 36" D 17" H



ottoman bench

Black Leather – 815121

White Leather – 815120

60" L 20" D 18" H



leather cube

Black Leather – 81512

White Leather – 81511

17" L 17" D 18" H



edge LED cube

High Density Plastic

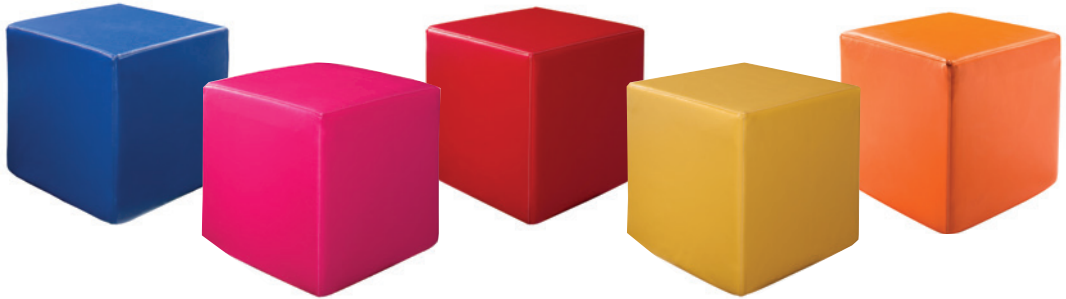
20" L 20" D 20" H – 81526



ottomans

vibe cube

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



occasional chairs

madrid chair

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



madrid chair

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



meeting chair (espresso)

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



meeting chair (taupe)

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



occasional chairs

t-vac chair

Translucent/Chrome Legs
25"L 23"D 30"H – 8101



swanson chair

White Vinyl
28"L 25"D 18"H – 810875



ICE side chair

Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814



fusion chair (white/black)

White/Black High Density Plastic
19"L 21"D 32"H – 810838



christopher chair

White Vinyl/Chrome
17"L 19"D 35"H – 810846



rustique chair with arms

Gunmetal
20"L 18"D 31"H – 810841



occasional chairs

razor armless chair

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



new york chair

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



panton chair

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



madden chair

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



wendy chair

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



berlin stack chair

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



conference chairs

luxor executive chair

Black Leather

27"L 28"D 47"H

Adjustable – 810807



labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



pro executive chair

White Vinyl

27.5"L 27.5"D 45.7"H – 810844



perth highback chair

Black Leather/Chrome

23"L 21"D 43"H

Adjustable – 810813



altura conference/ guest chair

Black Fabric/Black Steel

25"L 20"D 34"H – 81063



flex chair

Black Plastic/Chrome

24"L 22"D 31"H – 81018



altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



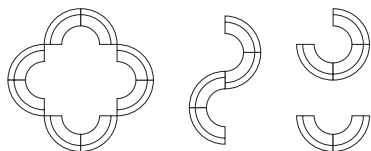
bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs

67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

Gray Vinyl/Chrome – 810872

Red Vinyl/Chrome – 810873

Black Vinyl/Chrome – 810871

White Vinyl/Chrome – 810870

15" Round 23-33.5"H Adjustable



Tables in coordinating colors are available upon request.

bars & barstools

rustique barstool

Gunmetal

13" L 13" D 30" H – 810839



ICE barstool

Transparent/Chrome Legs

16.75" L 16" D 37.75" H – 810815



oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17" L 20" D 30" H



zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15" L 17" D 31-35" H



banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21" L 22" D 30" H



gin barstool

Maple Wood/Chrome

16" L 16" D 29" H – 810505



Tables in coordinating colors are available upon request.

bars & barstools

jetson barstool

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



shark swivel barstool

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



Tables in coordinating colors are available upon request.

tables

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

Choose from modern glass tops and more.

occasional end & cocktail tables

candy table

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



aura round table

White Metal
15" Round 22"H – 820844



edge LED lighted table

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



occasional end & cocktail tables



silverado

end table

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

table

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



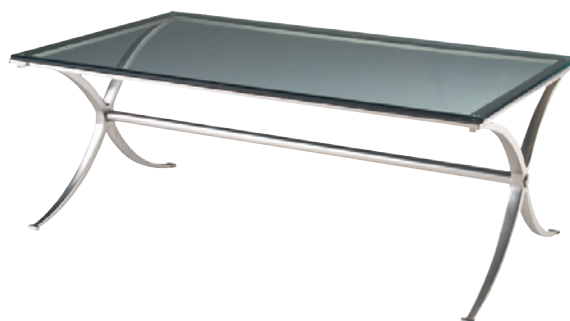
inspiration

end table

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

table

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



geo

end table

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

table

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



sydney

end table

Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27" L 23" D 22" H

table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48" L 24" D 18" H



conference tables

nova white oval table

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



geo conference table

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



communal table (maple with grommets)

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



manhattan table

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



communal table (maple)

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



communal table (white)

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



conference tables

42" round white conference table

White Laminate

42" Round – 820708



computer desk / table

work desk

White Laminate

48" L 24" D 30" H – 820706



merlin table

Gray Laminate

46" L 29" D 30" H – 820707





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

powered seating

naples chair, powered*

Black Vinyl

36" L 30" D 28" H – 810120



power panel detail



naples loveseat, powered*

Black Vinyl

62" L 30" D 28" H – 830122



power panel detail



naples sofa, powered*

Black Vinyl

87" L 30" D 28" H – 830121



power panel detail



roma chair, powered*

White Vinyl

37" L 31" D 33" H – 81021



power panel detail



roma sofa, powered*

White Vinyl

78" L 31" D 33" H – 83017



power panel detail



*Electrical power must be ordered separately.

powered tables

G30 cocktail table, powered*

White Top

72" L 26" D 18" H – 82070



G30 café table, powered*

White Top

72" L 26" D 30" H – 82071



G30 bar table, powered*

White Top

72" L 26" D 42" H – 82072



powered product pedestals

powered locking pedestal, 36"

Black – 85060

White – 85061

24" L 24" D 36" H

powered locking pedestal, 42"

Black – 85062

White – 85063

24" L 24" D 42" H



power panel detail



adapters

4-way charging adapter*

Black – 850800

White – 850801

36" L

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

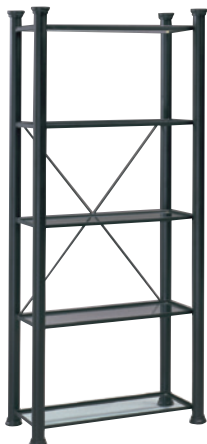


*Electrical power must be ordered separately.

product display

etagere

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



locking door pedestal

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



lighting

mason table lamp*

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



mason floor lamp*

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



refrigerators

refrigerator*

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



*Electrical power must be ordered separately.

⚡ See pages 15 and 16 for all Powered options.

tablet stand

mobile tablet stand

White – 850714

Black – 850715

14" L 13" D 44.5" H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75" x 9.375" but not larger than 8.5" x 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*

Black – 850711

8.625" L 1.1" D 11.325" H



wireless printer holder*

Black – 850712

3.3" L 1.9" D 5.28" H



charging shelf*

Black – 850713

14.85" L 7.17" D 1" H



*To be ordered with the tablet stand.

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JANUARY 25, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						

Naples Group - Black Leather

_____	810119	Chair.....	430.00	473.00	602.00	
_____	830120	Loveseat.....	578.00	635.80	809.20	
_____	830119	Sofa.....	640.00	704.00	896.00	

Heathrow Group -Black Leather

_____	810116	Armless Chair.....	326.00	358.60	456.40	
_____	810117	Corner Chair.....	380.00	418.00	532.00	
_____	830116	Sofa.....	552.00	607.20	772.80	

South Beach Group - Platinum Suede

_____	8301	Sofa.....	560.00	616.00	784.00	
_____	8151	Ottoman.....	246.00	270.60	344.40	

Key West Group - Black Fabric

_____	8307	Loveseat.....	454.00	499.40	635.60	
_____	8306	Sofa.....	502.00	552.20	702.80	
_____	8103	Tub Chair.....	350.00	385.00	490.00	

Allegro Group - Blue Fabric

_____	81019	Chair.....	442.00	486.20	618.80	
_____	83015	Sofa.....	706.00	776.60	988.40	

Tangiers Group - Beige Fabric

_____	810118	Chair.....	382.00	420.20	534.80	
_____	830118	Sofa.....	534.00	587.40	747.60	

Roma Group - White Vinyl

_____	81020	Chair.....	496.00	545.60	694.40	
_____	83016	Sofa.....	758.00	833.80	1,061.20	

CASUAL SEATING

Ottomans

_____	815123	Endless Square - Black Leather.....	276.00	303.60	386.40	
_____	815122	Endless Square - White Leather.....	276.00	303.60	386.40	
_____	815121	Bench - Black Leather.....	332.00	365.20	464.80	
_____	815120	Bench - White Leather.....	332.00	365.20	464.80	
_____	81513	Half Round - Black Leather.....	352.00	387.20	492.80	
_____	81514	Half Round - White Leather.....	352.00	387.20	492.80	

Cubes

_____	81518	Vibe - Blue Vinyl.....	126.00	138.60	176.40	
_____	81520	Vibe - Pink Vinyl.....	126.00	138.60	176.40	
_____	81519	Vibe - Red Vinyl.....	126.00	138.60	176.40	
_____	81517	Vibe - Yellow Vinyl.....	126.00	138.60	176.40	
_____	81525	Vibe - Orange Vinyl.....	126.00	138.60	176.40	
_____	81511	Leather Cube - White Leather.....	98.00	107.80	137.20	
_____	81512	Leather Cube - Black Leather.....	98.00	107.80	137.20	
_____	81526	Edge LED Cube - High Density Plastic.....	180.00	198.00	252.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						

Occasional Chairs

_____	8102	Madrid Chair - Black Leather.....	698.00	767.80	977.20	_____
_____	810816	Madrid Chair - White Leather.....	698.00	767.80	977.20	_____
_____	810835	Meeting Chair (Espresso).....	190.00	209.00	266.00	_____
_____	810836	Meeting Chair (Taupe).....	248.00	272.80	347.20	_____
_____	8101	T-vac Chair - Translucent/Chrome	276.00	303.60	386.40	_____
_____	810875	Swanson Chair - White Vinyl.....	234.00	257.40	327.60	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	184.00	202.40	257.60	_____
_____	810838	Fusion Chair Black/White.....	130.00	143.00	182.00	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	104.00	114.40	145.60	_____
_____	810841	Rustique Chair with Arms.....	110.00	121.00	154.00	_____
_____	810837	Razor Armless Chair.....	52.00	57.20	72.80	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	166.00	182.60	232.40	_____
_____	81017	Panton Chair - White Plastic.....	170.00	187.00	238.00	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	396.00	435.60	554.40	_____
_____	810847	Wendy Chair - Clear Acrylic.....	106.00	116.60	148.40	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	96.00	105.60	134.40	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	96.00	105.60	134.40	_____

Conference Chairs

_____	810807	Luxor Executive Chair - Black Leather.....	372.00	409.20	520.80	_____
_____	810874	Labrea Chair - Charcoal Gray Fabric.....	276.00	303.60	386.40	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	138.00	151.80	193.20	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	280.00	308.00	392.00	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	386.00	424.60	540.40	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	308.00	338.80	431.20	_____
_____	810844	Pro Executive Chair - White Vinyl.....	248.00	272.80	347.20	_____

Bars & Bar Stools

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,226.00	1,348.60	1,716.40	_____
_____	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	142.00	156.20	198.80	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	142.00	156.20	198.80	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	142.00	156.20	198.80	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	142.00	156.20	198.80	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	296.00	325.60	414.40	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	166.00	182.60	232.40	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	166.00	182.60	232.40	_____
_____	810839	Rustique Barstool - Gunmetal.....	110.00	121.00	154.00	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	196.00	215.60	274.40	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	148.00	162.80	207.20	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	230.00	253.00	322.00	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	210.00	231.00	294.00	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	210.00	231.00	294.00	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	266.00	292.60	372.40	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	266.00	292.60	372.40	_____

select furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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TABLES

Occasional End & Cocktail Tables

_____	820844	Aura Round Table - White Metal.....	116.00	127.60	162.40	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	156.00	171.60	218.40	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	180.00	198.00	252.00	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	226.00	248.60	316.40	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	240.00	264.00	336.00	_____
_____	82025	Geo End Table - Glass/Black Steel.....	204.00	224.40	285.60	_____
_____	82035	Geo End Table - Glass/Chrome.....	174.00	191.40	243.60	_____
_____	82024	Geo Table - Glass/Black Steel.....	226.00	248.60	316.40	_____
_____	82034	Geo Table - Glass/Chrome	192.00	211.20	268.80	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	262.00	288.20	366.80	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	276.00	303.60	386.40	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	210.00	231.00	294.00	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	210.00	231.00	294.00	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	256.00	281.60	358.40	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	256.00	281.60	358.40	_____

Conference Tables

_____	82060	Nova White Oval Table - White Laminate/Chrome....	506.00	556.60	708.40	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	270.00	297.00	378.00	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	382.00	420.20	534.80	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	340.00	374.00	476.00	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	446.00	490.60	624.40	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	626.00	688.60	876.40	_____
_____	82067	Communal Table 30"H Maple.....	446.00	490.60	624.40	_____
_____	82068	Communal Table 42"H Maple.....	626.00	688.60	876.40	_____
_____	82063	Communal Table 30"H White.....	446.00	490.60	624.40	_____
_____	82066	Communal Table 42"H White.....	626.00	688.60	876.40	_____
_____	820708	42" Round White Conference Table-White Laminate	358.00	393.80	501.20	_____

Computer Desk/Tables

_____	820706	Work Desk - White Powder Coat.....	308.00	338.80	431.20	_____
_____	820707	Merlin Table - Gray Laminate.....	322.00	354.20	450.80	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
POWERED						

Powered Seating

_____	810120	Naples Chair, Powered - Black Vinyl.....	610.00	671.00	854.00	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	820.00	902.00	1,148.00	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	944.00	1,038.40	1,321.60	_____
_____	81021	Roma Chair, Powered - White Vinyl.....	610.00	671.00	854.00	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	944.00	1,038.40	1,321.60	_____

Powered Tables

_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	402.00	442.20	562.80	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	556.00	611.60	778.40	_____
_____	82072	G30 Cafe Table 42" H, Powered - White Top.....	726.00	798.60	1,016.40	_____

Powered Products Display

_____	85060	Powered Locking Pedestal 36" H, Black.....	446.00	490.60	624.40	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	446.00	490.60	624.40	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	532.00	585.20	744.80	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	532.00	585.20	744.80	_____

Adapters

_____	850800	Charging Adapters Four - Black.....	24.00	26.40	33.60	_____
_____	850801	Charging Adapters Four - White.....	24.00	26.40	33.60	_____

PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Display

_____	850604	Etagere - Black.....	280.00	308.00	392.00	_____
_____	850605	Etagere - Pewter.....	280.00	308.00	392.00	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	412.00	453.20	576.80	_____

Refrigerator

_____	8503001	Refrigerator - White.....	694.00	763.40	971.60	_____
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Lighting

_____	850707	Mason Table Lamp - White/Brushed Silver.....	138.00	151.80	193.20	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	206.00	226.60	288.40	_____

Tablet Stand

_____	850714	Mobile Tablet Stand - White.....	230.00	253.00	322.00	_____
_____	850715	Mobile Tablet Stand - Black.....	230.00	253.00	322.00	_____

Tablet Stand Accessories

_____	850711	Brochure Holder - Black.....	26.00	28.60	36.40	_____
_____	850712	Wireless Printer Holder - Black.....	26.00	28.60	36.40	_____
_____	850713	Charging Shelf - Black.....	26.00	28.60	36.40	_____

TOTAL COST

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

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Nashville, TN 37210
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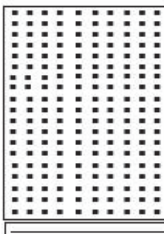
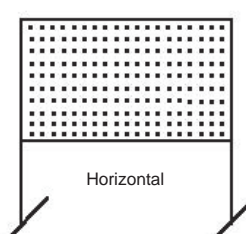
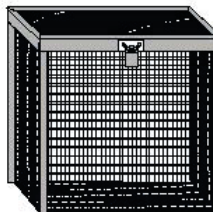


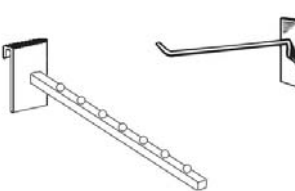




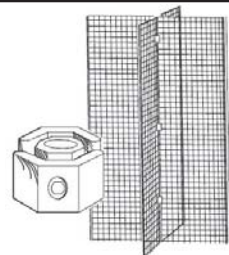
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

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

ACCESSORIES

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	293.95	323.35	411.55	_____
___	10201179	1M x 8'H Single Side-Vert (Gray)....	293.95	323.35	411.55	_____
___	10201182	1/2 M x 8'H Single Side-Vert.....	197.90	217.70	277.05	_____
___	10201480	4' x 8' Single Side-Horz.....	345.40	379.95	483.55	_____
___	102040	4" Single Hook.....	2.45	2.70	3.45	_____
___	102060	6" Single Hook.....	2.45	2.70	3.45	_____
___	102080	8" Single Hook.....	2.45	2.70	3.45	_____
___	10205	12" Shelf Bracket.....	2.45	2.70	3.45	_____
___	10207	7-Ball Waterfall Arm.....	17.30	19.05	24.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS						
___	103028	Chrome Grid.....	95.15	104.65	133.20	_____
___	103010	Black Grid.....	95.15	104.65	133.20	_____
___	103011	White Grid.....	95.15	104.65	133.20	_____
___	103040	Grid Legs (Chrome).....	15.30	16.85	21.40	_____
___	103041	Grid Legs (Black).....	15.30	16.85	21.40	_____
___	103042	Grid Legs (White).....	15.30	16.85	21.40	_____
___	103030	Grid Connectors.....	1.85	2.05	2.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	12.60	13.85	17.65	_____
___	10305	5-Ball Waterfall Arm.....	13.35	14.70	18.70	_____
___	10307	7-Ball Waterfall Arm.....	13.85	15.25	19.40	_____
___	10309	Cleaver Clip.....	2.40	2.65	3.35	_____
___	103044	4" Single Hook.....	2.45	2.70	3.45	_____
___	103046	6" Single Hook.....	2.45	2.70	3.45	_____
___	103048	8" Single Hook.....	2.45	2.70	3.45	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	151010	Collapsible Security Container.....	421.35	463.50	589.90	_____
___	15905	Fish Bowl.....	15.90	17.50	22.30	_____
___	159011	Ticket Tumbler - Small.....	195.40	214.95	273.60	_____
___	10405	Garment Rack.....	119.85	131.85	167.80	_____
___	10404	4-way Slant Arm.....	152.25	167.50	213.15	_____
___	10403	2-way Straight Arm.....	98.90	108.80	138.45	_____

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

FREEMAN accessories

Take advantage of the Online price by ordering at www.freemanco.com/store before JANUARY 25, 2016

FREEMAN

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

**ONLINE PRICE
 DISCOUNT PRICE
 JANUARY 25, 2016**

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

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

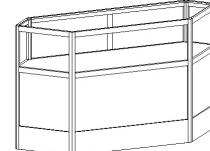
SHOWCASES



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHOWCASES						
_____	17551202	Full Vision Case 1M x 1/2M....	\$434.30	\$477.75	\$608.00	\$ _____
_____	17551203	Full Vision Case 2M x 1/2M....	\$648.70	\$713.55	\$908.20	\$ _____
_____	17551206	Half Vision Case 1M x 1/2M....	\$434.30	\$477.75	\$608.00	\$ _____
_____	17551207	Half Vision Case 2M x 1/2M....	\$648.70	\$713.55	\$908.20	\$ _____
_____	175563	Corner Case	\$648.70	\$713.55	\$908.20	\$ _____

All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.

Electrical service for lightbar must be arranged through the facility.

HALF VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area.

FULL VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area.

CORNER SHOW CASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.

TOTAL COST		
Sub-Total _____	+ Tax (9.5%) _____	= TOTAL _____

Don't see what you need?
 Please call an Exhibitor Services Representative @ (615) 884-5785

FREEMAN showcases

Take advantage of the Online price
 by ordering online at www.freemanco.com/store
 by **JANUARY 25, 2016**

carpet



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

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

prestige CARPET

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

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

custom options

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



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

**Color(s) available in both 28 oz. and 40 oz.*

classic CARPET

custom cut

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

standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

questions?

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

Actual color(s) may vary slightly.

F R E E M A N

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 25, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

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

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.95	\$ 5.45	\$ 6.95	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.35	\$ 4.80	\$ 6.10	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.20	\$ 4.60	\$ 5.90	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.80	\$ 4.20	\$ 5.30	_____

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

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

CHOOSE YOUR CARPET COLOR:

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

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

				Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.55	\$ 3.90	\$ 4.95	_____

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

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

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 168.30	\$ 185.15	\$ 235.60	_____
_____	9' x 20' Classic Carpet	\$ 336.60	\$ 370.25	\$ 471.25	_____
_____	9' x 30' Classic Carpet	\$ 504.90	\$ 555.40	\$ 706.85	_____
_____	9' x 40' Classic Carpet	\$ 673.20	\$ 740.50	\$ 942.50	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding	\$ 99.00	\$ 108.00	\$ 139.50	_____
_____	9' x 20' Carpet Padding	\$ 198.00	\$ 216.00	\$ 279.00	_____
_____	9' x 30' Carpet Padding	\$ 297.00	\$ 324.00	\$ 418.50	_____
_____	9' x 40' Carpet Padding	\$ 396.00	\$ 432.00	\$ 558.00	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.10	\$ 1.20	\$ 1.55	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$.95	\$ 1.05	\$ 1.35	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

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

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

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

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before JANUARY 25, 2016

F R E E M A N

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 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days85	1.20	_____
_____	610300	Booth Vacuuming - 3 Days	1.20	1.70	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time55	.75	_____
_____	630200	Shampoo Carpet - 2 Days	1.00	1.40	_____
_____	630300	Shampoo Carpet - 3 Days	1.25	1.75	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	88.00	123.20	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	116.25	162.75	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	138.65	194.10	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

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

FREEMAN cleaning

RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

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

F R E E M A N



Package 3



Package 3 upgraded with graphics and cabinet



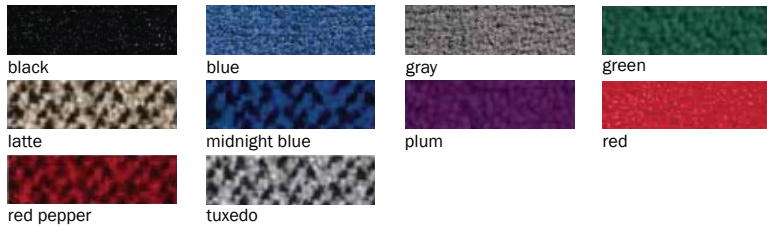
Package 4



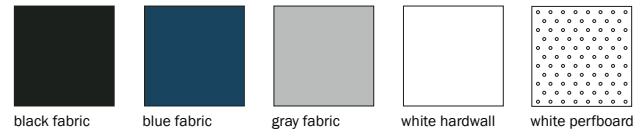
Package 4 upgraded with graphics and cabinet

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

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Package 5



Package 5 upgraded with graphics and cabinet

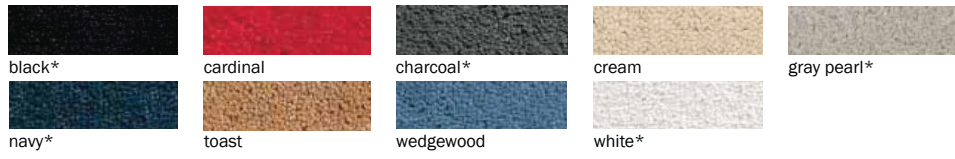


Package 6



Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet



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

Questions?

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

To view additional custom designs



Cabinets & Counters



Colored Panels



www.freemanco.com/customexhibits

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
JANUARY 25, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

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

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,720.30	3,808.40	<input type="checkbox"/> 10' x 20'	5,333.40	7,466.75 _____
Package 2	<input type="checkbox"/> 10' x 10'	1,533.85	2,147.40	<input type="checkbox"/> 10' x 20'	2,960.55	4,144.75 _____
Package 3	<input type="checkbox"/> 10' x 10'	2,215.55	3,101.75	<input type="checkbox"/> 10' x 20'	4,324.00	6,053.60 _____
Package 4	<input type="checkbox"/> 10' x 10'	2,032.00	2,844.80	<input type="checkbox"/> 10' x 20'	3,956.90	5,539.65 _____
Package 5	<input type="checkbox"/> 10' x 10'	1,704.30	2,386.00	<input type="checkbox"/> 10' x 20'	3,401.70	4,762.40 _____
Package 6	<input type="checkbox"/> 10' x 10'	1,765.50	2,471.70	<input type="checkbox"/> 10' x 20'	3,524.25	4,933.95 _____

CHOOSE YOUR PANEL

- Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfboard

CARPET

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

Check color choice

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

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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


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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

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

FREEMAN

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Nashville, TN 37210
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DISCOUNT PRICE
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NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

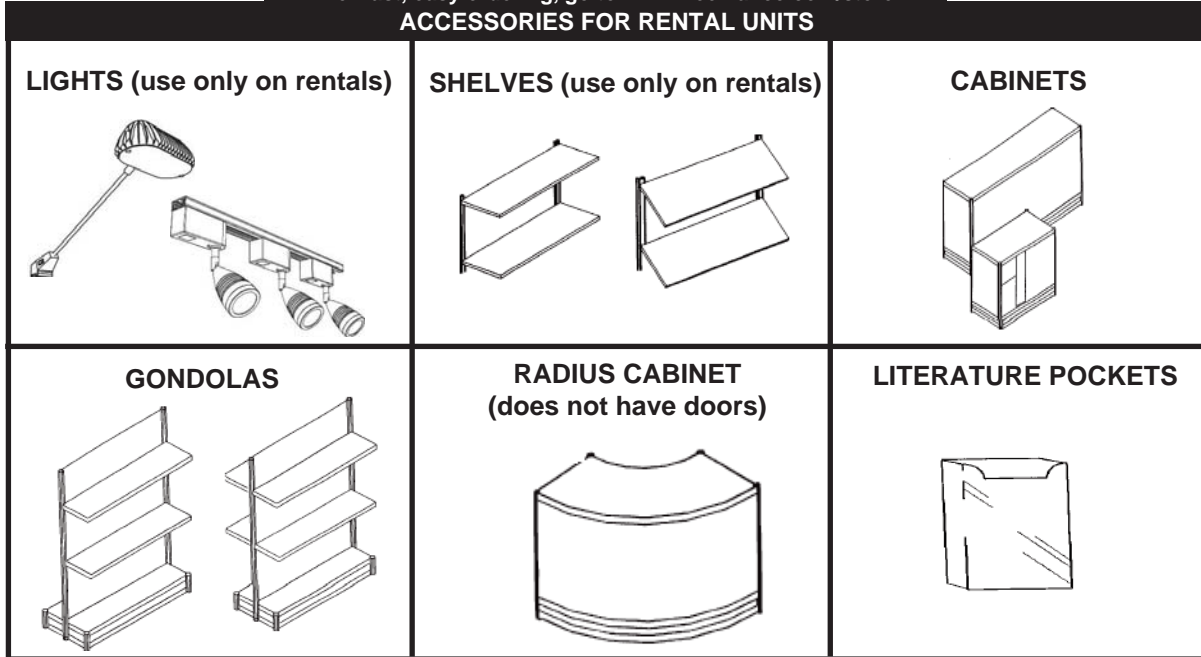
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store
ACCESSORIES FOR RENTAL UNITS



Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES (electrical service & labor to install lights not included)					
___	172512	Arm Light	61.30	85.80	_____
___	172514	4' Tracklight (3 lights)	294.95	412.95	_____
___	17252	Halogen Light	95.30	133.40	_____

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 ½M x 36" High.....	385.30	539.40	_____
___	17306	1M x ½M x 42" High.....	385.30	539.40	_____
___	17308	2M x ½M x 36" High.....	574.90	804.85	_____
___	17309	2M x ½M x 42" High.....	574.90	804.85	_____
___	173010	1M Radius x ½M x 36" High.	491.95	688.75	_____
___	173011	1M Radius x ½M x 42" High..	491.95	688.75	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	7.35	10.30	_____
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...	334.30	468.00	_____
___	174542	Double Sided 1M x 4' High..	443.15	620.40	_____
___	174581	Single Sided 1M x 8' High...	334.30	468.00	_____
___	174582	Double Sided 1M x 8' High..	443.15	620.40	_____

SHELVES					
___	17201	1M Straight (37" x 12")	88.50	123.90	_____
___	17206	1M Angled (37" x 12")	88.50	123.90	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	28.45	39.85	_____

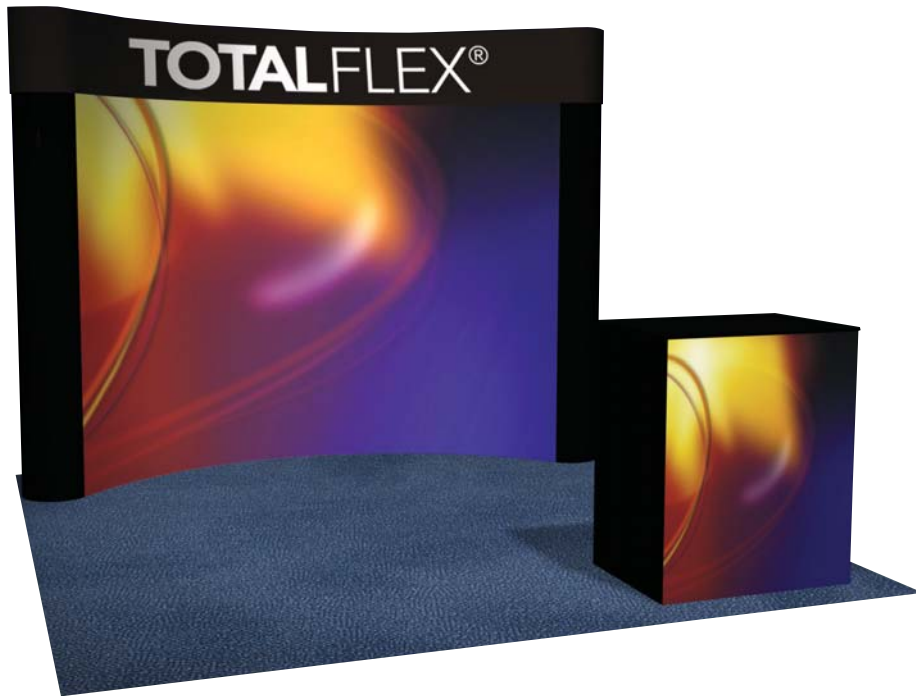
TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		9.5% Tax		Total Cost	

Don't see what you need?
Please call an Exhibitor Sales Specialist at (615) 884-5785.

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

TOTALFLEX[®]

By Freeman



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

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

floor units

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

table top units

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

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



F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
JANUARY 25, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	920.20	1,288.30	_____	_____
40"H x 8'W	1,070.35	1,498.50	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,090.70	1,527.00	_____	_____
40"H x 8'W	1,240.65	1,736.90	_____	_____

*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units: Black Gray

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

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

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

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,499.85	2,099.80	_____	_____
8'H x 10'W	1,786.00	2,500.40	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,488.30	3,483.60	_____	_____
8'H x 10'W	2,897.30	4,056.20	_____	_____

*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units: Black Gray

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

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

All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	184.05	257.65	_____	_____	265.95	372.35	_____
1715801	1-200 Watt Halogen Light Kit	_____	95.35	133.50	_____	_____	190.95	267.35	_____
1715802	Straight Shelf	_____	88.60	124.05	_____	_____	132.30	185.20	_____
1715803	Angled Shelf	_____	88.60	124.05	_____	_____	132.30	185.20	_____

QUICK TIPS

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

PURCHASE UNITS TOTAL COST

Sub-Total + 9.5% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 9.5% Tax = Total Cost



digital graphics



creating visual excitement

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

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

FREEMAN

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 25.65 per sq. ft. discount price
x or = \$ _____
\$ 38.50 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	65.15	97.75 =	_____
7" x 22" @ _____	67.25	100.90 =	_____
7" x 44" @ _____	72.45	108.70 =	_____
9" x 44" @ _____	81.95	122.95 =	_____
11" x 14" @ _____	83.35	125.05 =	_____
14" x 22" @ _____	94.45	141.70 =	_____
14" x 44" @ _____	119.95	179.95 =	_____
22" x 28" @ _____	124.35	186.55 =	_____
28" x 44" @ _____	190.20	285.30 =	_____
20" x 60" @ _____	204.95	307.45 =	_____

(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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (615) 884-5785 for assistance.

UNION JURISDICTIONS NASHVILLE, TN

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

EXHIBIT INSTALLATION AND DISMANTLING:

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

MATERIAL HANDLING:

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

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

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

GRATUITIES:

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

SAFETY:

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

F R E E M A N



installation & dismantle

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

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

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

For fast, easy ordering, visit us at www.freemanco.com.

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 Nashville, TN 37210
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 FreemanNashvilleES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 92.00	\$129.00
Overtime- 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
8:00 A.M. to 5:00 P.M. Saturday and Sunday.....	\$138.00	\$193.50
Double Time- 12:00 A.M. Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M. Saturday and Sunday and recognized holidays.....	\$184.00	\$258.00

- **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)						= \$ _____
9.5% 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)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

NAME OF SHOW: **TMS 2016 - 145TH ANNUAL MEETING & EXHIBITION / FEBRUARY 15 - 17, 2016**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

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

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____
- _____
- _____

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

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

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

FREEMAN installation & dismantle labor

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E-MAIL ADDRESS _____

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FORKLIFT RIGGING EQUIPMENT AND LABOR

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

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$159.00	\$223.00
304051	Forklift w/operator - up to 5,000 lbs - OT	\$205.00	\$287.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$251.00	\$351.50
EQUIPMENT			
3090600	Forklift Cage.....	\$50.00	\$50.00
3090700	Forklift Boom.....	\$50.00	\$50.00
3090800	Pallet Jack.....	\$50.00	\$50.00

- For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 9.5%	
_____							Total	

DISMANTLE

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

FREEMAN forklift / rigging labor



**Music City Center
Booth Catering Order Form
Email: Renae.Droege@NashvilleMCC.com**

Name of Event: _____ Event Date: _____ Booth/Room: _____
 Company Name: _____ Contact Name: _____
 Address: _____ City, State Zip: _____
 E-mail: _____ Phone: _____ Fax: _____

Breakfast & Break Items	Qty	x	Cost	x	#Days	= Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins & Assorted Danish (dozen)			36.00					am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			37.00					am / pm	am / pm
Ham & Cheese Croissants or Sausage Biscuits (dozen)			45.00					am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen)			32.00					am / pm	am / pm
Tortilla Chips & Salsa (serves 25 ppl)			85.00					am / pm	am / pm
Potato Chips & French Onion Dip (serves 25 ppl)			85.00					am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) (attendant required)			36.00					am / pm	am / pm

Box Lunch Selections	Qty	x	Cost	x	#Days	= Total	Delivery Date(s)	Delivery Time	Removal Time
OPTION 1: Roast Beef & Cheddar Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
OPTION 2: Lean Ham & Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
OPTION 3: Smoked Turkey with Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
OPTION 4: Vegetarian Wrap with Dressing, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm

Refreshments and Beverages	Qty	x	Cost	x	#Days	= Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gallon)			55.00					am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			55.00					am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.00					am / pm	am / pm
Dasani Bottled Water (each)			3.75					am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00					am / pm	am / pm
Host House Cocktails **(per drink)			6.00					am / pm	am / pm
Host House Wine ** (per drink)			7.00					am / pm	am / pm
Host Imported Beer * (each)			6.00					am / pm	am / pm
Host Domestic Beer* (each)			5.00					am / pm	am / pm
Bartender (4 hour minimum rate)			150.00					am / pm	am / pm

*Bartender is Required @ \$150 minimum rate (4 hours), additional hrs are \$40 per hr per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax. Show management must approve all beverage on show floors

Deli Platters and Party Trays	Quantity	Serves 10-15	Serves 20-25	Serves 35-40	Amount	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		90.00	150.00	240.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		130.00	215.00	340.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	250.00	400.00			am / pm	am / pm

Other Options	Qty	x	Cost	x	#Days	= Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)			5.00					am / pm	am / pm
Water Cooler with 5 gallon water bottle			75.00					am / pm	am / pm
Additional 5 Gallon bottle of Water			30.00					am / pm	am / pm

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST

All orders must be received 72 hours in advance of delivery. Please add 21% Catering Service Fee and 9.25% Sales Tax. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE. TERMS AND CONDITIONS on page 2	Sub-Total:	
	Service Fee (21%)	
	Sales Tax (9.25%)	
	Zone Fee (.25%)	
Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.	Total:	

Please make Company Checks, Cashier Checks or US Bank Money Orders payable to:
Centerplate

Credit Card: American Express Mastercard Visa

Billing Zip: _____

Credit Card Number: _____ - _____ - _____

Exp. Date: _____ - _____ CVC# _____

(Print) Card Name: _____ Signature: _____ Date: _____



201 Fifth Avenue South ~ Nashville, Tennessee 37203

Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City

PAYMENTS: **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a 15% additional charge.

CANCELLATION: Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

The Music City Center does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

15% Additional Charge will be added to all orders received within 72 hours of delivery order date.

21% Catering Service Fee will be added to all orders.

9.25% Sales Tax will be added to all orders.

.25% Zone Fee will be added to all orders.

Prices are subject to change without notice.

Date: _____

Client Initials: _____



FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

The Music City Center has established the following provisions to allow for the distribution of sampled food and beverage items:

GENERAL CONDITIONS:

- 1) The Catering Department of the Music City Center reserves the right to provide all cash and contracted service designated for on-site consumption.
- 2) Combination and/or preparation of company's/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception is deemed "catering."
- 3) Sample distribution must be limited to the exhibitor's booth area only.
- 4) Tennessee State Law prohibits the sampling of alcoholic beverage products by any person or business other than the licensee of the building.
- 5) The Music City Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- 6) The Music City Center must receive all sample request 30 days in advance of the show move in days for authorization.
- 7) Exhibitors at public conventions may sample foods under the following guidelines:
 - A) A maximum number of sampling booths may be set at the discretion of the Music City Center
 - B) The Music City Center maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the number of booths available for sampling within space held at the Music City Center.

DEFINITIONS

<u>Sampling:</u>	The dispersing of a maximum two (2) ounce/volume food and/or two (2) fluid ounce beverage by the manufacturer, marketer or distributor of the item.
<u>Catering:</u>	The service of food and beverage for the nourishment and/or entertainment of any guest within the Music City Center.
<u>Booth Catering:</u>	The service of food and beverage used to entice delegates and guests to the booth. Products, which are not related to the event, remain the right of the Music City Center and must be provided by the Catering Department.
<u>Exhibitor Services:</u>	Services provided by the Catering Department to facilitate the sampling of products.

Any questions regarding the above provisions should be addressed to the Catering Sales Manager at (615) 401-1360. Please email this form back to your catering sales manager.

Please list your request, if you are unsure whether the above information is applicable to you or your organization.

Name of Event: _____

Company Name: _____ **Booth #** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact: _____ **Date:** _____

Phone Number: _____ **Email:** _____

Products you wish to dispense (including portion size) _____

Proposed method of dispensing and purpose for offering samples:

Approved: _____
General Manager, Food & Beverage

Date



Music City Center

Booth Security Guard

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at www.nashvillemusiccitycenter.com

or complete this form and submit via fax or mail.

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____ Event Date: _____ Booth/Room: _____
 Company Name: _____ Ordered By: _____
 Address: _____ City, State Zip: _____
 E-mail: _____ Phone: _____ Fax: _____

Order Request information:

Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		\$20.00	\$35.00	\$
Supervisor (Quantity = total hours)		\$25.00	\$38.00	\$
Metro Police Officers (Quantity = total hours)		\$49.00	\$68.00	\$

Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.

Additional Terms: 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

Total Due: \$

Post Instructions:

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.

Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ - _____ Exp Date: _____ / _____ Card Name: _____ Signature: _____ Date: _____	Make check payable to: Music City Center MCC Use Only Installed by _____ Date _____ Confirmation of orders provided upon request.
--	---

Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203



**Music City Center
Communications and Technology
Service Order Form**

Phone: 615-401-1440/ Fax: 615-401-1439
Order online at www.nashvillemusiccitycenter.com
or complete this form and submit via fax or mail.

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

WIFI ACCESS

The Music City Center offers free WIFI in the public space, full building WIFI access can be purchased through our self service portal on-site.
Connect your device to "MCC WIFI" and follow the on screen instructions.

	Internet Services	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Internet Service	BRONZE INTERNET PACKAGE Shared bandwidth up to 1.5 Mbps Recommended usage: * Light Web Surfing/Email ** NO Wireless or Wired ROUTERS **		\$675	\$900	\$
	GOLD INTERNET PACKAGE Shared bandwidth up to 10 Mbps Required for: Cyber Cafe (wired)/Social Media Feeds/Multimedia Downloads/Uploads ** NO Wired or Wireless ROUTERS **		\$900	\$1,170	\$
	Additional Devices for Gold Service		\$140	\$200	\$
	PLATINUM INTERNET PACKAGE Connection speeds from 3-10 Mbps or more Required for: Audio/Visual HD Streaming/Interactive Presentation/Demonstration/Accessing Remote Resources/Web Casting ** ROUTERS ALLOWED **				
	Dedicated Internet Service (3 Mbps)		\$3,025	\$4,235	\$
	Dedicated Internet Service (6 Mbps)		\$4,950	\$6,930	\$
	Dedicated Internet Service (10 Mbps)		\$6,750	\$9,450	\$
	Additional Devices for Platinum Service		\$140	\$200	\$
Add'l Services	Additional Services:				
	Fiber Optic Cable Dry Pair		\$800	\$800	\$
	Co-Location(s) Per Device		\$500	\$500	\$
	VLAN Setup and Configuration		\$2,500	\$2,500	\$
	Internal Networking - Room to room, per connection		\$250	\$350	\$
	Network Switch (Tech labor required)		\$150	\$200	\$
	Tech Support/Labor (per hour)		\$70	\$75	\$
Internet Services & Labor Total:					\$

	Telephone Services (Includes 1 cable drop with an RJ11 jack for the duration of the show):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount	
Telephone Service	Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$230	\$300	\$	
	Voice Mail (requires a digital multi line phone set)		\$50	\$75	\$	
	Optional Telephone Services - Digital Multi-line Phone Set		\$55	\$75	\$	
	Optional Telephone Services - Polycom Conference Speakerphone		\$105	\$150	\$	
	Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges.		Yes	No		
	ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695	\$	
	Long Distance:	Minutes		Usage Rate	Amount	
	Total Long Distance Charges (per minute Domestic / per minute Int'l.)			\$0.50 / \$3.00	\$	
	Telephone & Equipment Sub-Total:					\$
	Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment & Services ONLY					9.50%
Telephone & Equipment Total:					\$	

	Miscellaneous Equipment Rental (Does NOT include power):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Miscellaneous	Desktop Computer with 17" Flat Panel Monitor for duration of show		\$305	\$400	\$
	Laptop Computer		\$350	\$425	\$
	21" Flat Panel Monitor		\$225	\$250	\$
	Fax Machine		\$100	\$110	\$
	Printer		\$125	\$150	\$
Comments: _____					Total Due: \$

Payment Info	Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contract orderservices@nashvillemcc.com for current order terms.		MCC USE ONLY Installed by _____ Date _____ Confirmation of orders provided upon request	
	<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		Service Placment For special placement, please fax a drawing and add 1 hour labor.	
	<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____		<input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	
	Name on Card: _____ Signature: _____ Date: _____		Make check payable to: Music City Center	

Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203
Read Terms & Conditions

Music City Center Terms and Conditions

COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

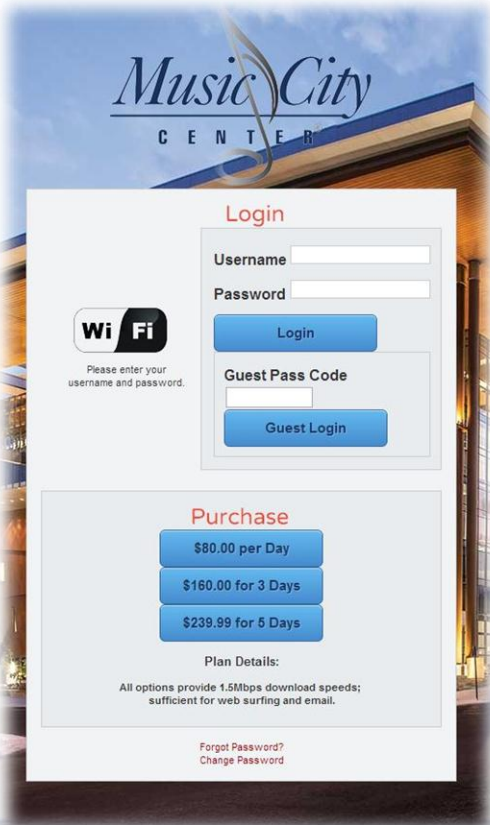
*** PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .**

- 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.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3. UNLESS OTHERWISE DIRECTED,** Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. 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, you authorize MCC 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. 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 MCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service issues** must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. **F: Internet speeds** are not guaranteed. **G: Power** must be ordered separately. **Price does NOT include power.**
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. 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, etc.) will be applied to the authorized credit card provided. **D. Local and long** distance telephone service providers for voice services will be MCC's selected provider(s). **E. MCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
- 7. MCC INTERNET/DATA SERVICES:** **A. 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. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be** issued one user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. MCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
- 8. MCC 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, MCC 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 MAY 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. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. MCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by MCC without prior authorization. **C. At no time,** while connected to the MCC network will the client use/run their own DHCP server. **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 MCC network must, at MCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** 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 MCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
- 12. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 13. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC 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, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC 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 cons or carried over services installed
- 14. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC 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.
- 15. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17. PRICES** are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.
- 18. PAYMENT AUTHORIZATION & FEES:** Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
- 19. CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.



Exhibitor Wi-Fi Information



Exhibitor Broadband Self-Serve Wireless

- Speed:** Up to 1.5 Mb up and 1.5Mb Down
- Location:** Meeting Rooms / Exhibit Halls
- Usage:** Can be used for: Online demos, presentations, file downloads, interactive applications, basic browsing and email.
- Pricing:**
- | | |
|--------|---------------------|
| 1 Day | \$80.00 per device |
| 3 Days | \$160.00 per device |
| 5 Days | \$239.99 per device |

Connecting is simple:

When in the Music City Center Meeting Rooms or Exhibit Hall Concourse, just turn on your computer (or PDA), select “MCC-Exhibitor” from the available wireless networks and open the Internet browser.

Login Guide:

The splash page should then appear (see example to the left) with fields to choose your level of service. You will then register, enter credit card information, accept Terms of Service, print you receipt and be presented back to login page to login.

Your Login:

Use your email address as your Login.

Technical Assistance:

Paid wireless customer service is provided in house from our Technology department which can be reach via the Technology Hotline at 615.401.1479.

Free Public Wi-Fi is available in Public space in the building, EXCLUDING all Meeting Rooms and Exhibit Halls.



Music City Center

Electrical

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at www.nashvillemusiccitycenter.com

or complete this form and submit via fax or mail.

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____		Event Date: _____		Booth/Room: _____	
Company Name: _____		Ordered By: _____			
Address: _____		City, State, Zip: _____			
E-mail: _____		Phone: _____		Fax: _____	

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$85	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$95	\$125	\$
1001 - 1500 Watts (15 amps, single outlet)		\$105	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$115	\$165	\$
Sub-Total Connections			Sub-Total: \$	
<i>For 24 Hour Power, Add 50% to Connections</i>			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
<i>Special Placement Labor (1 hr)</i>		<i>See Labor Rate Schedule Below</i>		\$
120V Standard Total			\$	

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
Sub-Total Miscellaneous			Sub-Total: \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Miscellaneous Total			\$	

Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$165	\$260	\$
20 amps: <input type="checkbox"/> neutral required?		\$185	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$265	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$425	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
Sub-Total Connections			Sub-Total: \$	
<i>For 24 Hour Power, Add 50% to Connections</i>			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Single Phase Total			\$	

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$205	\$300	\$
20 amps: <input type="checkbox"/> neutral required?		\$225	\$335	\$
30 amps: <input type="checkbox"/> neutral required?		\$305	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$415	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
Sub-Total Connections			Sub-Total: \$	
<i>For 24 Hour Power, Add 50% to Connections</i>			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Total Labor (2 x Connection Subtotal)		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Three Phase Total			\$	

480V Please call Service Representative for Quote. 615-401-1440 <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
For 24 Hour Power, Add 50% to Connections			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
480V Total			\$	

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
TOTAL DUE:	\$

HOURLY LABOR RATE SCHEDULE:		Advance Rate (if Rcvd 14 days prior)	Floor Order
<small>Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.</small>			
Monday - Friday: 8:00 a.m. - 5:00 p.m.		\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120
Holidays		\$120	\$150

<p>Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact orderservices@nashvillemcc.com for current order terms.</p>		MCC Use Only	
		Installed by _____ Date _____ Confirmation of orders provided upon request	
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		Make check payable to: Music City Center	
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ Exp. Date: _____ Card Name: _____ Signature: _____ Date: _____			
		Service Placement For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	

Music City Center Terms and Conditions of Electrical Services

Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

***PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



Music City Center

Natural Gas, Compressed Air, Water, & Drain Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439
Order online at www.nashvillemusiccitycenter.com
or complete this form and submit via fax or mail.

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$130	\$175	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$100	\$125	\$
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	\$

Air line size: _____ CFM required: _____. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Drain not included) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$125	\$150	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$60	\$90	\$
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	\$

Water line size: _____. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Drain: (Price based on 1" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$95	\$115	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$45	\$65	\$
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	\$

Drain line size: _____.

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$225	\$
Each additional 1000 gallons <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$55	\$100	\$

Natural Gas: 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$275	\$300	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$200	\$225	\$

Connections Sub-Total:			\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%
Connections Total:			\$

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate (if received 14 days prior)	Floor Rate	Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$60	\$75	\$
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120	\$
Holidays		\$120	\$150	\$
Labor Total:				\$

Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.

<p>Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact orderservices@nashvillemcc.com for current order terms.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-weight: bold; font-size: 1.2em;">Total Due:</td> <td style="text-align: left; font-weight: bold; font-size: 1.2em;">\$</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 0.8em;">MCC USE ONLY</td> </tr> </table>	Total Due:	\$	MCC USE ONLY	
Total Due:	\$				
MCC USE ONLY					

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____	Make check payable to: Music City Center	Installed by _____ Date _____ Confirmation of orders provided upon request
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____ Card Name: _____ Signature: _____ Date: _____	<p style="text-align: center; font-weight: bold;">Service Placement</p> For special placement, please fax a drawing and add 1 hour labor. <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	

Music City Center Terms and Conditions of Utility Services

***PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
8. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to MCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
20. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



Music City Center

Rigging

Service Order Form
Phone: 615-401-1440/ Fax: 615-401-1439

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____ Event Date: _____ Booth/Room: _____
 Company Name: _____ Ordered By: _____
 Address: _____ City, State Zip: _____
 E-mail: _____ Phone: _____ Fax: _____

Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? <small>(*power requires a separate electrical services order form)</small>									
						Power*		Chain Hoist		Truss					
						Circle	Type	Circle	QTY	Circle	QTY				

Check here if you are requesting an exclusive crew. Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: _____ / _____ Requested Removal Date/Time: _____ / _____

Insert Drawing, Picture, or Rendering

(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote																																							
<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <small>*if requesting services in more than one location, please submit a separate form for each.</small>	<p style="text-align: center; color: red;">Advanced Rate (if paid 14 days prior to event)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Floor Order</th> </tr> <tr> <td style="text-align: center;">\$69/hour</td> <td style="text-align: center;">\$90/hour</td> </tr> <tr> <td style="text-align: center;">\$104/hour</td> <td style="text-align: center;">\$130/hour</td> </tr> <tr> <td style="text-align: center;">\$138/hour</td> <td style="text-align: center;">\$180/hour</td> </tr> <tr> <td colspan="2" style="text-align: center;">Daily Lift Rental \$300/day</td> </tr> <tr> <td colspan="2" style="text-align: center;">Weekly Lift Rental \$900/week</td> </tr> </table> <p><small>*All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work</small></p>	Floor Order		\$69/hour	\$90/hour	\$104/hour	\$130/hour	\$138/hour	\$180/hour	Daily Lift Rental \$300/day		Weekly Lift Rental \$900/week		<div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 10px;">FOR OFFICE USE ONLY</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; color: red;">Advanced Rate (if paid 14 days prior to event)</th> <th style="width: 20%; text-align: center;">Floor Order</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Lift Rental:</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Equipment Rental:</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Sub-total:</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right; color: red;">Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Hourly Labor:</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Miscellaneous:</td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: right;">Maximum Quote Total:</td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: right;">Final Billing Amount:</td> <td> </td> </tr> </tbody> </table>		Advanced Rate (if paid 14 days prior to event)	Floor Order	Lift Rental:			Equipment Rental:			Sub-total:			Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)			Hourly Labor:			Miscellaneous:			Maximum Quote Total:			Final Billing Amount:		
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Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

Company check or US Bank money order in the amount of \$ _____
 Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____
 Credit Card Number: _____ - _____ - _____ Exp. Date _____ - _____
 Name on Card: _____ Signature: _____ Date: _____

Make check payable to:
Music City Center

MCC USE ONLY

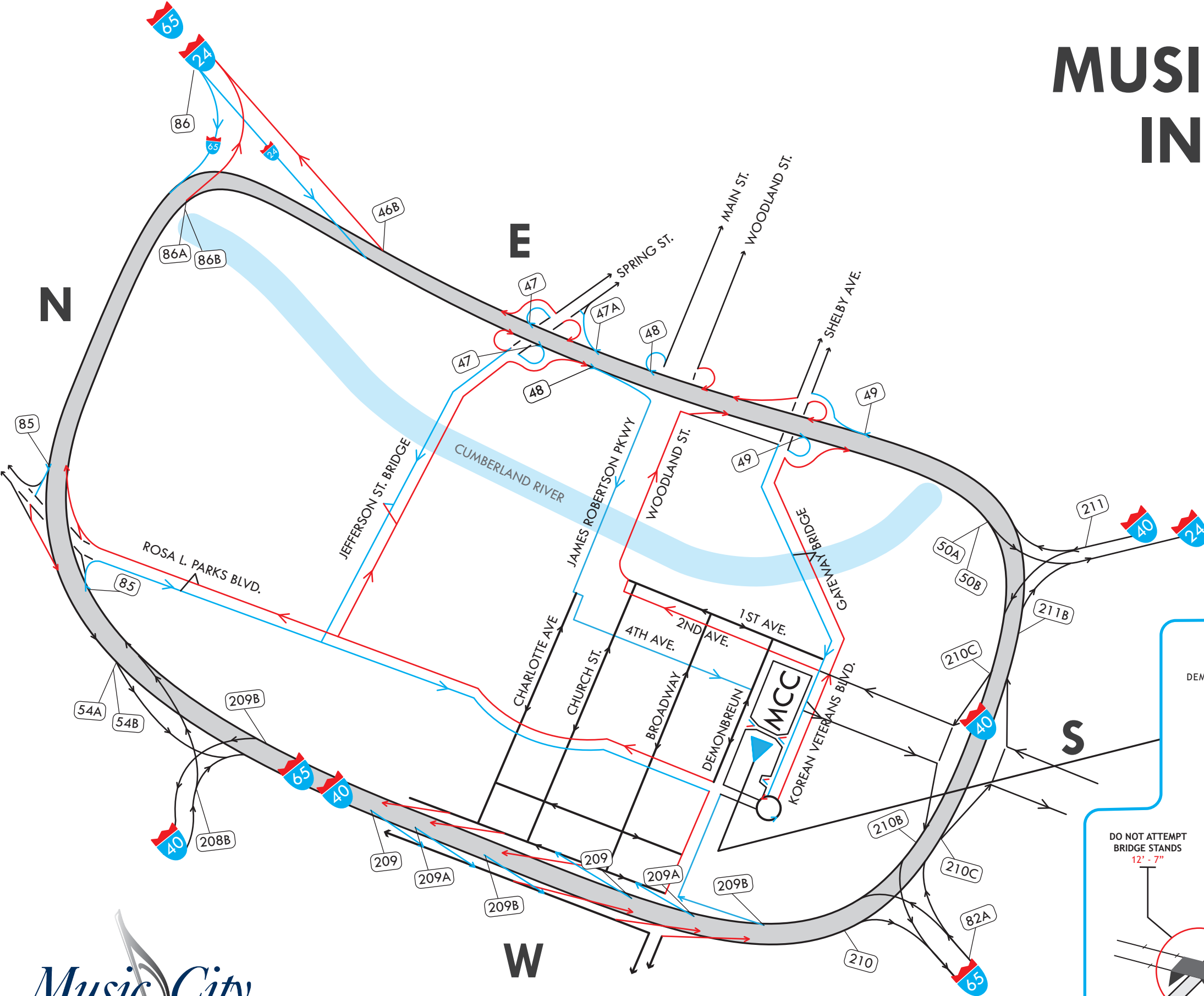
Installed by _____ Date _____
Confirmation of orders provided upon request

Music City Center
Terms and Conditions of Rigging Services

***PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

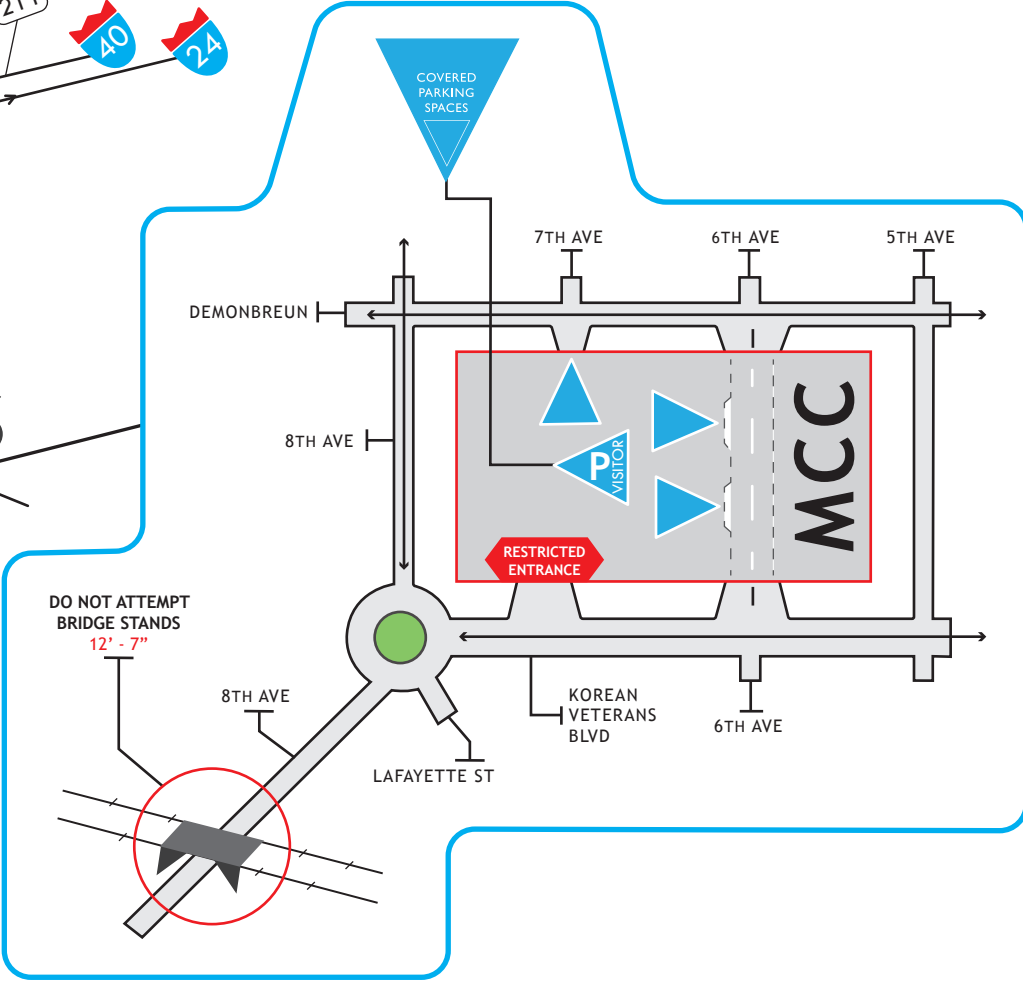
1. All items (including clings and wraps) to be suspended or attached to the facility must be hung, flown, or rigged by the MCC Rigging Dept.
2. All requests are subject to physical and structural limitations and must be approved by the MCC Rigging
3. All rigging equipment and materials must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by the MCC Rigging Department. Additional Fees may apply.
4. Advance notice is required. On-site orders may cause delays and additional costs to the client.
5. Rigging crew size, and the number of crews will be determined by the MCC Rigging Department based on complexity, scope of work, and available time for installation.
6. **Banner/Cling Requirements:** Special lifts may be required for heights over 40' and may result in additional charges (Lifts for special applications will be quoted individually).
7. **Banner/Cling Requirements:** Rigging crew rates apply to all signage and banners. Sign must be assembled and ready for hanging when crew arrives.
8. **Banner/Cling Requirements:** Non standard signage and banners will be quoted individually.
9. **Payment:** All rigging services must be pre-paid 14 days in advance to qualify for advanced rate.
10. **Payment:** All cancellation requests received less than 72 hours before the scheduled work, will not be eligible for refund.
11. Prices are subject to change without notice. Rates for any time during a Holiday are charged the equivalent to 12 AM-8 AM rigging labor rate
12. We request that you send your information to us 21 days prior to your move-in date to allow for a quote to be generated. If we receive your request less than 14 days prior to your event, we will quote Floor Order rates.
13. Although we make our best effort to accurately identify the labor and equipment necessary to fulfill orders during our quote process, additional charges may apply if circumstances require additional time or equipment to complete a job. Additional charges, if any, will be identified when customer is on-site and payment will be required prior to services rendered. (If customer qualified for the Advanced Rate on quoted balance, additional labor will be charge at same rate.)
14. If your Rigging order requires power, you must complete a separate Electrical Services Order Form. The Rigging quote provided to you will not include the cost of power.
15. Any changes to submitted rigging needs may result in use of overtime.
16. Orders may be calculated with a minimum labor charge of 1 hour in and 1 hour out.
17. **Exhibitor Estimate Process:** All exhibitor orders qualifying for Advance Rates will be estimated upon receipt, assuming each order represents the total rigging order for the event. (Maximum Quote). After the Advance period closes, all confirmed orders will be reevaluated for potential cost savings considering the entire scope of work for the specific event. Revised estimates will be issued and payments collected at that time.
18. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central

MUSIC CITY CENTER INTERSTATE MAP



LEGEND

- INTERSTATE ROUTE
- EXIT #
- TO MCC
- FROM MCC
- INTERSTATE/STREET RUNS BOTH WAYS
- VISITOR PARKING ENTRANCE & EXIT
- 201 FIFTH AVE. SOUTH, NASHVILLE, TN





Richards Convention Florist, LLC
 d/b/a **TEASLEY'S CONVENTION FLORIST**
 TAXPAYER ID # 20-8142614
 7159 OLD HICKORY BLVD.
 WHITES CREEK, TN 37189-9160
 PHONE: (615) 876-3695 – FAX: (615) 876-9378
 INFORMATION: leigh@conventionflorist.com
 WEB: www.conventionflorist.com
 Like us on Facebook

<u>QUANTITY</u>	<u>ITEM</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 60.00 to \$85.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)	\$ 85.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	\$ 25.00	_____
_____	BROMELIADS (As Available)	\$ 35.00	_____
_____	LARGE POTTED FERNS	\$ 35.00	_____
_____	18" TROPICAL PLANTS	\$ 32.50	_____
_____	2' TROPICAL PLANTS	\$ 37.50	_____
_____	3' TROPICAL PLANTS	\$ 47.50	_____
_____	4' TROPICAL PLANTS	\$ 57.50	_____
_____	5' TROPICAL PLANTS	\$ 67.50	_____
_____	6' TROPICAL PLANTS	\$ 77.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 97.50	_____
_____	SPECIALTY CONTAINERS & PLANTERS (Contact us for a quote)		_____
	DELIVERY CHARGE	<u>\$ 10.00</u>	_____
	SUB TOTAL		_____
	9.25 % SALES TAX		_____
	TOTAL		_____

Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from leigh@conventionflorist.com.

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: _____ SHOW SITE: _____

SHOW NAME: _____ SHOW DATE: _____

EXHIBITOR NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT PERSON/PHONE: _____

FAX/E-MAIL: _____

●RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

●PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds. **DIRECT BILL IS NOT A PAYMENT OPTION.**
2. **FULL PAYMENT MUST ACCOMPANY ORDER.** Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize sales tax exemptions issued by other states. A federal 501 (C)₃ letter is acceptable sales tax documentation.

●METHOD OF PAYMENT

AMERICAN EXPRESS® ___ MASTERCARD® ___ VISA® ___ DISCOVER® ___ CHECK ENCLOSED ___ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # _____ EXP. DATE _____ 3 or 4 DIGIT SECURITY CODE: _____

NAME AS SHOWN ON CARD: (Please Print) _____

CREDIT CARD BILLING ADDRESS: _____
 (If different from above)

BILLING ADDRESS LINE 2: _____

CARDHOLDERS SIGNATURE: (Required) _____



Projection Now Offers Online Ordering

For online ordering, TMS 2016 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

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














Fax: 301-459-0026 | Toll Free: 800-377-7650
E-Mail: exhibits@projection.com






As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

Company Name: _____ On-Site Contact: _____
 Booth #: _____ On-Site Contact Cell Phone #: _____
 Ordered By: _____ On-Site Contact E-mail: _____
 E-Mail Address: _____ Delivery Date: _____ Delivery Time: 8-10am 10am-12pm 1-3pm 3-5pm

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

Computer/Video Flat Panel Displays		Qty.	*Advance Rate through 2/1/16	Standard Rate	Total	
32" HD LED Resolution: 1920 X1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$500.00	\$600.00		
40" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$750.00	\$900.00		
46" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$825.00	\$975.00		
55" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$900.00	\$1,050.00		
60" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,400.00	\$1,700.00		
Video Equipment		Qty.			Total	
Blu-ray Player (with repeat)			\$150.00	\$175.00		
DVD Player (with repeat - plays NTSC/PAL/SECAM)			\$100.00	\$125.00		
Computer Flat Panel Displays		Qty.			Total	
21.5" LCD Resolution: 1920 X 1080 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$250.00	\$300.00		
24" LCD Resolution: 1920 X 1200 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$300.00	\$350.00		
Computers & Accessories		Qty.			Total	
Laptop: Quad Core Processor Win7/Office10, DVD/CD-R, 15.4" Display, Norton Anti-Virus, Wifi, Mouse & Cable Lock			\$450.00	\$525.00		
Desktop: Core i7 Win7/Office10 CPU, Norton Anti-Virus, Keyboard & Mouse (Display not included)			\$350.00	\$425.00		
Computer Speakers			\$30.00	\$40.00		
Wireless PC Remote Control			\$25.00	\$35.00		
Wireless PC Keyboard			\$25.00	\$35.00		
Wireless PC Mouse			\$25.00	\$35.00		

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

Audio Equipment		Qty.	*Advance Rate through 2/1/16	Standard Rate	Total	
Wireless UHF Mic Kit *Please Select Type Needed: <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset <input type="checkbox"/> Handheld			\$250.00	\$325.00		 
Small Exhibit Booth Sound System Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$250.00	\$325.00		
Large Exhibit Booth Sound System Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$350.00	\$425.00		
Miscellaneous		Qty.			Total	
Shelf to be Attached to Floor Stand			\$50.00	\$65.00		
42" Monitor Cart with Skirt			\$60.00	\$75.00		

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

Value Add Specialty Items

Please call 800-377-7650 for Equipment and Labor quotes.

Video Wall



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

Key Features:

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

Additional Screen Options



Projection can offer various screen sizes and resolutions for your booth.

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

Totals:

1) EQUIPMENT TOTAL:	1)	
2) SHIPPING & HANDLING - 15% of line 1:	2)	
3) EQUIPMENT SET-UP & DISMANTLE - 15% of line 1, or \$120.00, whichever is greater:	3)	
4) OPTIONAL DAMAGE WAIVER - 3% of line 1: <small>(Covers damage to equipment while on show site. Lost or stolen equipment is not covered)</small>	4)	
5) ORDER SUB TOTAL:	5)	
6) STATE SALES TAX - N/A:	6)	
7) TOTAL DUE:	7)	

Payment Information

Company Name:

Billing Address:

Purchaser Name:

City, State, Zip:

Method of Payment:

Visa

MasterCard

American Express

Check (US Only)

Wire Transfer

Card Number:

Expiration Date

Security Code:

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

Remit to:

PROJECTION

Toll Free: 800-377-7650

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

Projection Presentation Technology

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

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



Projection Now Offers Online Ordering

For online ordering, TMS 2016 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

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



Fax: 301-459-0026 | Toll Free: 800-377-7650
E-Mail: exhibits@projection.com



As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

Cancellation

Cancellation of equipment rental and services must be received **72 hours prior** to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **2/1/2016** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

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

Company Name:

Booth Number:

Purchaser Name:

Date:

Lead Management Services

Lead Retrieval Unit Descriptions

All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud for up to 3 months after the event.



ExpoSmart is a lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the QR code on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.



ExpoAccess is a lead retrieval device which includes a high speed pistol grip scanner linked to a Blackberry smart phone via Bluetooth. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoAccess, qualifiers are optional and you can add notes to each lead. Leads are automatically uploaded to the cloud in real time for immediate access.



ExpoScan is an Android device with a lead retrieval app, perfect for those that don't want to use their own phone. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoScan, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud at the end of the event once the unit is returned.

Upgrade/Add On Options to Devices for Increased ROI:

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails can be sent immediately as you scan or at a chosen future time.

(Real time emails only available with ExpoSmart and ExpoAccess)

For Additional Information and to Save Order Online Now: www.rcsreg.com/leads/tms2016

ITEM	UNIT PRICE			QUANTITY	TOTAL
	Early Bird Thru 12/26	Advance 12/27-1/30	On-Site 1/31-2/18		
SMART PHONE APPLICATION:					
(Prices quoted in U.S. dollars only)					
<input type="checkbox"/> ExpoSmart - Single Phone Access	\$ 179.00	\$ 229.00	\$ 279.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoSmart - Up to 5 Phone Access (Compatible with Blackberry 6.0, Android 2.2, and iPhone with autofocus camera)	\$ 349.00	\$ 449.00	\$ 549.00	X _____ =	\$ _____
HAND HELD UNITS:					
<input type="checkbox"/> ExpoAccess - Real time leads (Includes real time leads online - no download required)	\$ 295.00	\$ 385.00	\$ 470.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoScan - Post show leads (Data is available online after the event)	\$ 225.00	\$ 295.00	\$ 360.00	X _____ =	\$ _____
OPTIONAL SERVICES:					
<input type="checkbox"/> Custom qualify mode (Available for ExpoSmart, ExpoAccess, and ExpoScan only)	\$ 100.00	\$ 130.00	\$ 160.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoAction email (Available for all units)	\$ 100.00	\$ 200.00	\$ 300.00	X _____ =	\$ _____
<input type="checkbox"/> Delivery & pick-up (Please provide an on-site mobile phone number below to schedule your delivery)			\$ 125.00	X _____ =	\$ _____
			Processing Fee		\$ 10.00
			Avoid processing fee and order online		
			TOTAL		\$ _____

CONTACT INFORMATION	
Name _____	Booth # _____
Company _____	Mobile Phone _____
Address _____	email _____
City, ST, Zip _____	(email receipt will be sent once order is processed)
Country _____	email _____
	(email confirmation will be sent once order is processed)

ORDER ONLINE FOR SECURE INSTANT PROCESSING OF YOUR ORDER

www.rcsreg.com/leads/tms2016

PAYMENT:	
- a confirmation will be sent when order is processed if email provided -	
Credit Card - Orders must be processed online or sign and fax this form to 805-477-0592 , then call 805-654-0171 to complete your payment	
Check (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS	
Mail completed form with check to: EXHIBITOR SERVICES DESK REGISTRATION CONTROL SYSTEMS 1833 Portola Rd., Suite C Ventura, CA 93003	Phone: 805-654-0171 email: exhibitorserv@rcsreg.com Orders must be pre-paid. No purchase orders will be accepted.

To ensure availability, order early.
No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.
Please return units within one hour of the close of the event.
Non-returned units recovered by RCS will be charged a full delivery charge.
Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
(signature required for faxed or mailed in orders)