SERVICE INFORMATION

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

EXHIBIT HALL CARPET
The exhibit area will NOT be carpeted. Aisle carpeting will be blue jay.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by February 08, 2013.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ
Saturday       March 02, 2013       8:00 AM  -  5:00 PM
Sunday         March 03, 2013       8:00 AM  -  5:00 PM

EXHIBITOR HOURS
Monday         March 04, 2013       12:00 PM  -  6:30 PM
Tuesday        March 05, 2013       10:30 AM  -  6:00 PM
Wednesday      March 06, 2013       10:30 AM  -  3:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ
Wednesday      March 06, 2013       3:00 PM  -  7:00 PM
We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Wednesday, March 06, 2013 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 Wednesday, March 06, 2013 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. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 227-0341 fax (469) 621-5611
FreemanSanAntonioES@freemanco.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 08, 2013. Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store/ and click the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:
   Exhibiting Company Name / Booth # _________
   TMS 2013 142ND ANNUAL MEETING & EXHIBITION
   C/O FREEMAN
   3323 IH 35 NORTH, STE 126
   SAN ANTONIO, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Friday, February 01, 2013, at the above address. Material arriving after February 22, 2013 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:
   Exhibiting Company Name / Booth # _________
   TMS 2013 142ND ANNUAL MEETING & EXHIBITION
   C/O FREEMAN
   HENRY B GONZALEZ CONVENTION CENTER
   200 E MARKET ST, BOWIE ST. DOCK
   SAN ANTONIO, TX 782052637

Freeman will receive shipments at the exhibit facility beginning Saturday, March 02, 2013. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
LABOR INFORMATION
Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 227-0341.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 227-0341 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by February 08, 2013.

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

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

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

Children are not permitted in the exhibit hall during installation and dismantle. All other times children must be accompanied by an adult.

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 (210) 227-0341 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.
CREDIT/DEBIT CARD method of payment

NAME OF SHOW: TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013

COMPANY NAME:_________   BOOTH #:_________

ADDRESS:_________   BOOTH SIZE: X

CITY/STATE/ZIP:_________

PHONE:_________   EXT.:_________   FAX #:_________

SIGNATURE:_________   PRINT NAME:_________

CONTACT'S E-MAIL:_________

E-MAIL FOR INVOICE:_________


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

X Check if you are a new Freeman customer

METHOD OF PAYMENT

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

☐ COMPANY CHECK

Please make check payable to: Freeman

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

Please reference (294101) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS   ☐ MASTER CARD   ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.:_________   EXP. DATE:_________

CARDHOLDER NAME (PRINT):_________   SIGNATURE:_________

CARDHOLDER BILLING ADDRESS:_________

CITY/STATE/ZIP:_________

ENTER TOTALS HERE

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<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.

• Orders received without payment or after the discount price deadline date will be charged at the standard price.

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

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

TELL US WHAT YOU THINK

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

http://feedback.freemanco.com/?294101

02/12 (294101)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

---

**EXHIBITOR INFORMATION**

**EXHIBITOR SIGNATURE: DATE:**

---

**EXHIBITING COMPANY INFORMATION**

**EXHIBITING COMPANY ADDRESS:**

**PHONE:**

**CONTACT’S E-MAIL:**

---

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

- ALL FREEMAN SERVICES
- I&D LABOR/SUPERVISION
- MATERIAL HANDLING/IN & OUT
- UTILITIES

---

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY ADDRESS:**

**PHONE:**

**CONTACT’S E-MAIL:**

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**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.

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**THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION**

- AMERICAN EXPRESS
- MASTERCARD
- VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

**ACCOUNT NO:**

**EXP. DATE:**

**CARDHOLDER NAME:**

**CARD TYPE:**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**

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

Browse through this brochure and if you don’t find what you want, don’t worry. We will work with you every step of the way to make sure you get exactly what you’re looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.
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**
17W 16L 36H – N71092
The intermediate 25” seating height makes this stool ideal for theater or demo areas.

**diva chair**
18W 16L 31H – N71091
A natural complement to modern exhibit designs.

**gray gaslift stool**
24W 20L 46H
With Arms – N71048
No Arms – N71047

**gray gaslift chair**
26W 20L 38H
With Arms – N71046
No Arms – N71045
Telescoping height adjustment; five-caster base rolls with ease.

**santana armchair**
24W 20L 31H – N710102
Modern styling with ergonomic shape, as striking as it is comfortable.

**executive chair**
Black Tweed
28W 25L 45H – N71044

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

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

**black diamond side chair**
21W 23L 32H – N71089
**black diamond armchair**
20W 21L 33H – N71090

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

For ideas on furniture pairings, go to www.freemanco.com furnishing essentials.
Soho Bistro Table

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

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

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.

tables

cherry cocktail table
19"W 36"L 17"H – N72025

cherry end table
20"W 20"L 20"H – N72037

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

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.

Mila Table

Milano Table (page 6)

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

For fast, easy ordering, go to www.freemanco.com furnishing essentials 4

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

**office furniture**

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

---

**metro series**

- **black slate end table**
  - 20"W 20"L 17"H – N72029
- **black slate cocktail table**
  - 20"W 40"L 15"H – N72028

**pedestal tables**

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

**soho series**

- **black top mini**
  - 18"H x 18"W
  - N72066
- **black top cafe**
  - 30"H x 24"W
  - N72069
- **black top bistro**
  - 42"H x 24"W
  - N72070
- **black top cafe**
  - 30"H x 36"W
  - N72067
- **black top bistro**
  - 42"H x 36"W
  - N72068

**chelsea series**

- **butcher black top cafe**
  - 30"H x 30"W
  - N72063
  - 30"H x 36"W
  - N72064
- **butcher black top bistro**
  - 42"H x 30"W
  - N720163
  - 42"H x 36"W
  - N720164

**studio series**

- **black end table**
  - 17"W 17"L 19"H – C115104
- **black cocktail table**
  - 30"W 20"L 15"H – C115103

**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.

**office series**

- **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

---

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

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

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furnishing essentials 6
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)
<table>
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<tr>
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<td>C130430</td>
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<td>C131342</td>
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counters (42” height)
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<tr>
<td>8'</td>
<td>C130842</td>
<td>C130842</td>
<td>C131842</td>
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</tbody>
</table>

display cubes
Black
12” small
12”W 12”D 42”H – N75030
18” medium
18”W 18”D 36”H – N75031
24” large
24”W 24”D 42”H – N75032

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

orion computer kiosk
Black
28”L 28”D 40.5”H – N75079
Pedestal for computer demo with keyboard tray and interior storage.
(Computer not included.)

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

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

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.
We know that every exhibit is different and requires certain pieces that may be hard to find. That’s why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

a. chrome stanchion with 8’ retractable belt
   42”H – C220121

b. chrome sign holder
   Holds 22” x 28” sign – C220118

c. round literature rack
   17”W 17”L 57”H – N750135
   Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack
   10”W 55”H – N750136
   Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree
   C220109

f. chrome easel
   C220134

g. chrome bag rack
   C220110

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

wastebasket
   Wastebasket color may vary. C220107

small refrigerator*
   19”W 19”L 34”H – N75057

table lamp*
   Black 25”H – N75052

g. chrome easel
   C220134

g. chrome bag rack
   C220110

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

wastebasket
   Wastebasket color may vary. C220107

file cabinet with lock
   Standard Size
   two-drawer
   15”W 29”L 38”H – N74082
   four-drawer
   15”W 29”L 50”H – N74081

floor-standing bulletin board
   48”W 36”L 78”H – C10201484

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

*Note: Electrical power must be ordered separately.
For ideas on furniture pairings, go to www.freemanco.com

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

#### TABLES

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### TABLES

#### Pedestal Tables - SoHo Series

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#### Pedestal Tables - Chelsea Series - Butcher Block Top

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### OFFICE FURNITURE

#### TABLES

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#### DISPLAY Cylinders

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<td>180.30</td>
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**Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 08, 2013.**

**Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.**
**Table 1: Draped Tables - Tables are 30" wide**

<table>
<thead>
<tr>
<th>Qty</th>
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<td>Draped Table 4'L x 30&quot;H</td>
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<td>Draped Table 6'L x 30&quot;H</td>
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**Table 2: Undraped Tables - Tables are 30" wide**

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**Table 3: Table Top Risers**

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<td>Single Step Riser 4'L x 7&quot;H</td>
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<td>52.80</td>
<td>58.10</td>
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<td>Single Step Riser 8'L x 7&quot;H</td>
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<td>145.10</td>
<td>184.65</td>
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### For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

#### ACCESSORIES

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<td>Bulletin Board</td>
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#### BULLETIN BOARD

- All boards are gray velcro with a black frame and are double-sided.
- Hooks available:
  - Straight Hook - 1 1/4"
  - Single Hook - 6"
  - Double Hook - 8"
- Chrome garment rack.

#### GRIDS

<table>
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<td>103010</td>
<td>Black Grid - 2' x 8'</td>
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#### MISCELLANEOUS

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<td>6' Garment Rack</td>
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<td>Glass Ticket Bowl</td>
<td>$17.25</td>
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### TOTAL COST

- Sub-Total
- Tax (8.125%)
- = TOTAL

---

Don’t see what you need? Please call an Exhibitor Services Representative @ 210-227-0341
Select Furnishings

Make your exhibit come to life with Select Furnishings from Freeman. We have an extensive variety of high-quality furniture in eye-catching shapes and styles to suit your budget and design needs, so you’re sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover delivery, installation and material handling, with no hidden fees.

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seating

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

lisbon

**chair**
Black Leather
40”L 36”D 34”H – 81011

**loveseat**
Black Leather
64”L 36”D 34”H – 8303

**sofa**
Black Leather
88”L 36”D 34”H – 8302

newport

possible configurations:

**loveseat**
Charcoal Leather
54”L 34”D 33”H – 8308

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

**corner chair**
Charcoal Leather
34”L 34”D 33”H – 81010

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south beach

**sofa**
*Platinum Suede*
69”L 29”D 33”H – 8301

**ottoman**
*Platinum Suede*
25”L 31”D 18”H – 8151

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

---

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

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

**astro**

- **chair**  
  Beige Suede  
  36"L 36"D 29"H – 810809

- **sofa**  
  Beige Suede  
  83"L 36"D 29"H – 83063

**allegro**

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

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

**marrakesh**

- **chair**  
  Beige Fabric  
  34"L 37"D 38"H – 810808

- **sofa**  
  Beige Fabric  
  83"L 36"D 29"H – 83062

**memphis**

- **chair**  
  Black Fabric  
  27.25"L 31.75"D 27.5"H – 810812

- **sofa (compact)**  
  Black Fabric  
  55"L 31"D 28"H – 83064

**roma**

- **chair**  
  White Vinyl  
  37"L 31"D 33"H – 81020

- **sofa**  
  White Vinyl  
  78"L 31"D 33"H – 83016
casual seating

For a great variety of informal, modern seating options, look no further. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.

ottomans

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

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

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

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

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

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occasional chairs

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

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

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

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

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

**stage chair**  
24”L 26”D 36”H

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

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

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

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

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

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

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

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

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

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conference chairs

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

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

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

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

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

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

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

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

**possible configurations:**

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

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

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

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

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

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

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

Tables in coordinating colors are available upon request.

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

### occasional end & cocktail tables

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

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

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

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

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

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

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

**sydney table**  
Black Laminate/Brushed Steel – 82052  
White Laminate/Brushed Steel – 82053  
48”L 24”D 18”H

**conference tables**

**nova white oval table**  
White Laminate/Chrome  
71”L 35.5”D 29”H – 82060

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

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

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

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

refrigerators

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

lighting

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

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

*Electrical power must be ordered separately.

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

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<th>Qty</th>
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<th>Discount Price</th>
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### Barstools & Bar

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### TOTAL COST

Sub-Total: $8,125.00

8.125% Tax = $658.99

Total Cost = $8,783.99
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.myfreemanonline.com.
For fast, easy ordering, go to www.freemanco.com/store

NAME OF SHOW: TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013

CONTACT NAME: PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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.

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

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 

Backign Material:
Foamcore 
Masonite 
PVC 
Plexi 
Gatorfoam 
Other 

Special Instructions 

STANDARD SIZES

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<th>QTY.</th>
<th>Discount Price</th>
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<td>168.05</td>
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Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:
* Please feel free to attach additional sign copy on separate page.

For Assistance, please call (210) 227-0341 to speak with one of our experts.
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (210) 227-0341 for assistance.
When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs. Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet services:

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

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight. Freeman Prestige Carpet packages include brand-new, 10-foot-wide carpet, delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

**Custom Options**

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

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

Actual colors may vary slightly.

**Questions?**

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).
**classic C A R P E T**

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

**standard cut**
Our Classic Carpet comes in a variety of sizes: 9’ x 10’, 9’ x 20’, 9’ x 30’, 9’ x 40’ and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.

![Color Swatches](gray, plum, tuxedo, blue, black, red, green, burgundy)

*Actual colors may vary slightly.*

**questions?**
Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).
NAME OF SHOW: TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (210) 227-0341 to speak with one of our experts.

- For FREE samples or a quote on orders over 1200 sq. ft., please call our Exhibitor Sales Department at (210) 227-0341.
- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- No MATERIAL HANDLING charges apply. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

<table>
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<th>Room Size</th>
<th>Booth Size:</th>
<th>Price per sq. ft. (100 sq. ft. minimum)</th>
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<td>x x = ______ sq. ft. @</td>
<td>$3.70 $4.05 $5.20</td>
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<td>701 - 1200 sq. ft.</td>
<td>x x = ______ sq. ft. @</td>
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CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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<tr>
<td>701 - 1200 sq. ft.</td>
<td>x x = ______ sq. ft. @</td>
<td>$2.65 $2.90 $3.70</td>
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CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal**

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<td>16 oz. Carpet Rental</td>
<td>x x = ______ sq. ft. @</td>
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CLASSIC CARPET - includes delivery, material handling, installation and removal**

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<td>9&quot; x 40&quot; Classic Carpet</td>
<td>$484.50</td>
<td>$532.95</td>
<td>$678.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Room Size</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$0.82</td>
<td>$0.90</td>
<td>$1.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$0.72</td>
<td>$0.80</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering</td>
<td>$0.60</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
For Assistance, please call (210) 227-0341 to speak with one of our experts.

- 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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.38</td>
<td>.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.66</td>
<td>.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>.98</td>
<td>1.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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

### SHAMPOOING

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.85</td>
<td>1.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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

### PORTER SERVICE

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>65.00</td>
<td>91.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>75.00</td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>85.00</td>
<td>119.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### TOTAL COST

\[
\text{Sub-Total} + \quad 8.125\% \text{Tax} = \quad \text{Total Cost}
\]
ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We’ve answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it’s an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as “load”) (100 watts = 1 amp) of each piece of equipment at it’s location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher connection point per outlet ordered. Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly. Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day. If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)
Exhibitors may use their own extension cords and power strips under the following conditions:
• The equipment must be 3 wire, 14 gauge minimum with a ground.
• The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
• All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?
For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show’s electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?
Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:
• A completed electrical order form.
• A valid and authorized credit card to be kept on file for the company.
• An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?
Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?
Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?
10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?
Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?
Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?
Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don’t underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a “will call” order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you’ll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?
Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*

3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME ____________________________________ DATES __________________

COMPANY NAME _________________________________________ BOOTH # _______________

<table>
<thead>
<tr>
<th>Adjacent Aisle or Booth# __________</th>
</tr>
</thead>
</table>

A measurement scale can be applied as necessary to reflect the size of your booth.

<table>
<thead>
<tr>
<th>Size</th>
<th>Measurement Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x 10</td>
<td>1 square = 1/4 foot</td>
</tr>
<tr>
<td>20 x 20</td>
<td>1 square = ½ foot</td>
</tr>
<tr>
<td>40 x 40</td>
<td>1 square = 1 foot</td>
</tr>
</tbody>
</table>
NAME OF SHOW: TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013

COMPANY NAME: ______________________________________________________
CONTACT NAME: ______________________________________________________
PHONE #: ______________________
E-MAIL ADDRESS: ______________________________________________________________________________________

For Assistance, please call 210-227-0341 to speak with one of our experts.

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

<table>
<thead>
<tr>
<th>Quantity (For Show)</th>
<th>Quantity (For 24 hours)</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show 24 Hr.</td>
<td>Price</td>
<td>Price</td>
<td>TOTAL</td>
</tr>
<tr>
<td>500 Watts (5 amps)</td>
<td>69.00</td>
<td>103.50</td>
<td>$ 172.50</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td>95.00</td>
<td>142.50</td>
<td>$ 237.50</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td>130.00</td>
<td>195.00</td>
<td>$ 325.00</td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th>Amps</th>
<th>Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>214.00</td>
<td>321.00</td>
</tr>
<tr>
<td>30</td>
<td>255.00</td>
<td>382.50</td>
</tr>
<tr>
<td>60</td>
<td>405.00</td>
<td>607.50</td>
</tr>
<tr>
<td>100</td>
<td>549.00</td>
<td>823.50</td>
</tr>
<tr>
<td>200</td>
<td>755.00</td>
<td>1132.50</td>
</tr>
</tbody>
</table>

**208 VOLT THREE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th>Amps</th>
<th>Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>277.00</td>
<td>415.50</td>
</tr>
<tr>
<td>30</td>
<td>337.00</td>
<td>505.50</td>
</tr>
<tr>
<td>60</td>
<td>556.00</td>
<td>834.00</td>
</tr>
<tr>
<td>100</td>
<td>775.00</td>
<td>1162.50</td>
</tr>
<tr>
<td>200</td>
<td>981.00</td>
<td>1471.50</td>
</tr>
<tr>
<td>400</td>
<td>1186.00</td>
<td>1779.00</td>
</tr>
</tbody>
</table>

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

**LIGHTING (Price Includes Power & Labor for Installation)**

<table>
<thead>
<tr>
<th>Light Type</th>
<th>Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Light Stand</td>
<td>81.00</td>
<td>121.50</td>
</tr>
<tr>
<td>Double Light Stand</td>
<td>86.00</td>
<td>129.00</td>
</tr>
<tr>
<td>Arm Light</td>
<td>96.00</td>
<td>144.00</td>
</tr>
</tbody>
</table>

*Overhead quartz lights include labor and equipment to install and first focus.

*May require labor and/or lift at additional charge. Please contact SanAntonioUtilities@freemanco.com for estimated charges.

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF: February 08, 2013

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**

Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

**HANGING SIGNS**

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**

If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet(s)</td>
<td>$</td>
</tr>
<tr>
<td>Lighting</td>
<td>$</td>
</tr>
<tr>
<td>Tax</td>
<td>$</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>
ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

IN-LINE BOOTH / PENINSULA

BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$72.00</td>
<td>$93.50</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$144.00</td>
<td>$187.00</td>
</tr>
<tr>
<td>Condor w/crew - ST</td>
<td>$421.00</td>
<td>$547.30</td>
</tr>
<tr>
<td>Condor w/crew - OT</td>
<td>$495.00</td>
<td>$643.50</td>
</tr>
<tr>
<td>Forklift w/operator - ST</td>
<td>$110.00</td>
<td>$143.00</td>
</tr>
<tr>
<td>Forklift w/operator - OT</td>
<td>$147.00</td>
<td>$191.10</td>
</tr>
<tr>
<td>Man Cage</td>
<td>$29.00</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:
Complete Before: Date ________ Time ________
Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____________________________
AUTHORIZED SIGNATURE: _______________________

☐ EXHIBITOR SUPERVISION (DO NOT PROCEED):
Date ________ Time ________ # of Electricians ________
NAME OF ON-SITE CONTACT: __________________________
CELL PHONE: ________________________________
Special Instructions: ____________________________________________________________

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

☐ Distribution of electrical overhead (more than one drop location in your booth).
☐ Distribution of electrical through booth structure.
☐ Mounting of plasmas/LCD monitors and lights.
☐ Connection or hard wiring of all exhibitor equipment.
☐ Lighting used as spot or flood lights.
☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
☐ Wiring of overhead signs.
☐ Installation of electrical headers and/or light boxes.
☐ Other ______________________

Labor Request
Date ________ Time ________ Est. # Hours ________ # Electrician ________
Date ________ Time ________ Est. # Hours ________ # Electrician ________
Date ________ Time ________ Est. # Hours ________ Lift Type ________
NAME OF ON-SITE CONTACT: __________________________
CELL PHONE: ________________________________
Special Instructions: ____________________________________________________________
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.

3. Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
RENTAL exhibits

Questions? All packages can be customized or modified, depending on your specific requirements. For fast, easy ordering, go to www.freemanco.com

Keeping with our company's eco-friendly efforts, this piece is printed on paper containing post-industrial recycled contents.

Package 1
#1710500
Package 1 upgraded with graphics and cabinet

Package 2
#1710300
Package 2 upgraded with graphics and cabinet
* All packages include Installation & Dismantle of Exhibit, Material Handling of Exhibit, Classic Carpet with Nightly Vacuuming, and 2 Arm Lights (per 100 sq. ft.)

**Color Options - Classic Carpet**
- Gray
- Teal
- Blue
- Green
- Black
- Red

**Color Options - Fabric and Hardwall Panels**
- Blue fabric
- Gray fabric
- Black fabric
- White hardwall

**Upgraded Color Options - Prestige Carpet**
- White
- Sea breeze
- Gray pearl
- Charcoal
- Black
- Baywater
- Cream
- Peach
- Red
- Cardinal

**Questions?**
All packages can be customized or modified. To speak to a rental exhibit specialist call the number listed on Quick Facts. For additional custom examples click on the link below.

**Upgrades available for under $500**
- Slatwall & Shelves
- Black Metal
- Graphics & Custom Logo
- Cabinets & Counters
- Colored Panels

[To view additional custom designs](www.freemanco.com/customexhibits)
NAME OF SHOW: _______________________________________________________________________________________
COMPANY NAME: _____________________________________________________ BOOTH #: _________________________
CONTACT NAME:   _____________________________________________________ PHONE #: _________________________
E-MAIL ADDRESS: _______________________________________________________________________________________

For assistance, please call 210-227-0341 to speak with one of our experts.

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

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

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>Package</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1829.00</td>
<td>2560.60</td>
<td>10' x 20'</td>
<td>3658.00</td>
<td>5121.20</td>
</tr>
<tr>
<td>2</td>
<td>1123.00</td>
<td>1572.20</td>
<td>10' x 20'</td>
<td>2246.00</td>
<td>3144.40</td>
</tr>
<tr>
<td>3</td>
<td>1507.00</td>
<td>2109.80</td>
<td>10' x 20'</td>
<td>3014.00</td>
<td>4219.60</td>
</tr>
<tr>
<td>4</td>
<td>1533.00</td>
<td>2146.20</td>
<td>10' x 20'</td>
<td>3066.00</td>
<td>4292.40</td>
</tr>
<tr>
<td>5</td>
<td>1511.00</td>
<td>2115.40</td>
<td>10' x 20'</td>
<td>3022.00</td>
<td>4230.80</td>
</tr>
<tr>
<td>6</td>
<td>1577.00</td>
<td>2207.80</td>
<td>10' x 20'</td>
<td>3154.00</td>
<td>4415.60</td>
</tr>
</tbody>
</table>

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

**CHOOSE YOUR PANEL**

- Blue Fabric
- Gray Fabric
- Black Fabric
- White Hardwall
- White Perfboard

**CARPET**

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

Check color choice:
- Black
- Blue
- Burgundy
- Gray
- Green
- Plum
- Red
- Teal
- 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.

**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.

**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
- Colored Panels
- Creating a Custom Exhibit
- Graphics & Custom Logo

**TOTAL COST**

Sub-Total + Tax (8.125%) = TOTAL
**NAME OF SHOW:** TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

### TABLE TOP UNIT

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot; H x 6&quot;W</td>
<td>680.95</td>
<td>953.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; H x 8&quot;W</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PURCHASE*

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot; H x 6&quot;W</td>
<td>851.50</td>
<td>1,192.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; H x 8&quot;W</td>
<td>965.15</td>
<td>1,351.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

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**FLOOR UNIT**

### RENTAL

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8&quot;W</td>
<td>1,135.65</td>
<td>1,589.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 10&quot;W</td>
<td>1,358.40</td>
<td>1,901.75</td>
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</tr>
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</table>

### PURCHASE*

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8&quot;W</td>
<td>1,931.40</td>
<td>2,703.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 10&quot;W</td>
<td>2,267.85</td>
<td>3,175.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

---

**CUSTOM GRAPHIC / PHOTO PANELS**

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

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

### OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
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<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>142.10</td>
<td>198.95</td>
<td></td>
<td></td>
<td>202.35</td>
<td>283.30</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>73.90</td>
<td>103.45</td>
<td></td>
<td></td>
<td>147.80</td>
<td>206.90</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>56.80</td>
<td>79.50</td>
<td></td>
<td></td>
<td>102.35</td>
<td>143.30</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>56.80</td>
<td>79.50</td>
<td></td>
<td></td>
<td>102.35</td>
<td>143.30</td>
<td></td>
</tr>
</tbody>
</table>

### QUICK TIPS

- If shipping literature or products, material handling rates will apply.

- Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the standard price.

---

**PURCHASE UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.125% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

**RENTAL UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.125% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

---

**DISCOUNT PRICE DEADLINE DATE**

FEBRUARY 08, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

---

**FREEMAN**

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 227-0341 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

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**TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013**
### ACCESSORIES FOR RENTAL UNITS

**LIGHT (use only on rentals)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>172512</td>
<td>Arm Light (200w)</td>
<td>66.35</td>
<td>92.90</td>
<td></td>
</tr>
</tbody>
</table>

**SHELVES (use only on rentals)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
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<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17201</td>
<td>1m Straight (37” x 12”)</td>
<td>56.65</td>
<td>79.31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17206</td>
<td>1m Angled (37” x 12”)</td>
<td>56.65</td>
<td>79.31</td>
<td></td>
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</tbody>
</table>

**CABINETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17205</td>
<td>1m x ½m x 36” High</td>
<td>309.00</td>
<td>432.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17206</td>
<td>1m x ½m x 42” High</td>
<td>309.00</td>
<td>432.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17208</td>
<td>2m x ½m x 36” High</td>
<td>437.75</td>
<td>612.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17209</td>
<td>2m x ½m x 42” High</td>
<td>437.75</td>
<td>612.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>173010</td>
<td>1m Radius x ½m x 36” High</td>
<td>412.00</td>
<td>578.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>7.05</td>
<td>9.85</td>
<td></td>
</tr>
</tbody>
</table>

(Radius Cabinets do not have doors)

**GONDOLAS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174541</td>
<td>Single Sided 1m x 4’ High</td>
<td>199.00</td>
<td>278.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174542</td>
<td>Double Sided 1m x 4’ High</td>
<td>265.35</td>
<td>371.50</td>
<td></td>
</tr>
</tbody>
</table>

Other sizes available Quoted on request

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
<td>21.25</td>
<td>29.75</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total | Tax | TOTAL
---|---|---
- | - | -

Don’t see what you need? Please call an Exhibitor Sales Specialist at 210-227-0341.
NAME OF SHOW: TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013

COMPANY NAME ______________________________________________________________

CONTACT NAME: ______________________________________________________ PHONE #: _________________________

E-MAIL ADDRESS _______________________________________________________________________________________

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

SHOWCASES

4' JEWELERS SHOWCASE

4' FULL VIEW SHOWCASE

1/2M TOWER SHOWCASE

6' JEWELERS SHOWCASE

6' FULL VIEW SHOWCASE


<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Special</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>101041</td>
<td>4' Jewels Showcase</td>
<td>$295.00</td>
<td>$324.50</td>
<td>$413.00</td>
<td>___</td>
</tr>
<tr>
<td>___</td>
<td>101043</td>
<td>4' Full View Showcase</td>
<td>$356.00</td>
<td>$391.60</td>
<td>$498.40</td>
<td>___</td>
</tr>
<tr>
<td>___</td>
<td>101064</td>
<td>6' Jewels Showcase</td>
<td>$330.00</td>
<td>$363.00</td>
<td>$462.00</td>
<td>___</td>
</tr>
<tr>
<td>___</td>
<td>101061</td>
<td>6' Full View Showcase</td>
<td>$413.00</td>
<td>$454.30</td>
<td>$578.40</td>
<td>___</td>
</tr>
</tbody>
</table>

1/2M TOWER SHOWCASE

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Special</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>101020</td>
<td>1/2M Tower Showcase</td>
<td>$505.00</td>
<td>$555.50</td>
<td>$707.00</td>
<td>___</td>
</tr>
</tbody>
</table>

Please use the diagram below to indicate the placement of showcase(s) within your booth space.

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

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

Don’t see what you need? Please call an Exhibitor Sales Specialist at 210-227-0341.

TOTAL COST

Sub-Total ___ + 8.125% Tax ______ = TOTAL ________
When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

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

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

installation and dismantling services available
Freeman will work closely with you to coordinate every phase of your trade show participation, including:

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

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

if you use Freeman staff
Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum $45 fee.

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

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

questions?
Call customer service at the number listed on Quick Facts.
For fast, easy ordering, visit us at www.myfreemanonline.com.
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

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

LABOR SERVICE

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

MATERIAL HANDLING

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

PLEASE NOTE:

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

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

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
**FREEMAN**
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 227-0341 • Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

NAME OF SHOW: **TMS 2013 142ND ANNUAL MEETING & EXHIBITION / MARCH 4-6, 2013**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$ 70.00</td>
<td>$ 91.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$ 105.00</td>
<td>$136.50</td>
</tr>
<tr>
<td>ALL DAY SATURDAY, SUNDAY &amp; HOLIDAYS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- 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: ______________________________

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

Freeman Supervision (30%/$45.00) = $________

Tax = $________ (N/A)

Total Installation = $________

**DISMANTLE LABOR**

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

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)
  
  Supervisor will be: ____________________________ Phone Number: ______________________________

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

Freeman Supervision (30%/$45.00) = $________

Tax = $________ (N/A)

Total Dismantle = $________
FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse __________________ Show Site ______ Date Shipped ________________

Total No. of: __________________ Crates __________________ Cartons ___________________ Fiber Cases ______

Setup Plan/Photo: Attached __________ To Be Sent With Exhibit __________________ In Crate No. ______

Carpet: With Exhibit _______________ Rented From Freeman __________ Color __________ Size __________

Electrical Placement: ____________ Drawing Attached Drawing With Exhibit Electrical Under Carpet________

Comments: ___________________________________________________________ __________________________

Graphics: With Exhibit ______________ Shipped Separately ______________

Comments: ___________________________________________________________ __________________________

Special Tools/Hardware Required: ____________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: ________________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

METHOD OF SHIPMENT

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

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

FREIGHT CHARGES

☐ Prepaid  ☐ Collect

Bill To: ______________________________________________________________

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

☐ Reroute via Freeman’s choice

☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
# Forklift / Rigging Equipment and Labor

**Straight Time**
8:00 A.M. to 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

**All Day Saturday, Sunday & 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 Show Site Price Show Site Price

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forklift Labor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$110.00</td>
<td></td>
<td>$143.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$147.00</td>
<td></td>
<td>$191.10</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120.00</td>
<td></td>
<td>$156.00</td>
</tr>
<tr>
<td>3140101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$157.00</td>
<td></td>
<td>$204.10</td>
</tr>
<tr>
<td>3140150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$126.00</td>
<td></td>
<td>$163.80</td>
</tr>
<tr>
<td>3140151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$163.00</td>
<td></td>
<td>$211.90</td>
</tr>
<tr>
<td>3140300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$148.00</td>
<td></td>
<td>$192.40</td>
</tr>
<tr>
<td>3140301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$185.00</td>
<td></td>
<td>$240.50</td>
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<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Rigging Labor</strong></td>
<td></td>
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<tr>
<td>3020200</td>
<td>Rigger Foreman - ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$75.00</td>
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<td>$97.50</td>
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<tr>
<td>3020201</td>
<td>Rigger Foreman - OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$112.00</td>
<td></td>
<td>$145.60</td>
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<tr>
<td>3020100</td>
<td>Rigger - ST</td>
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<td></td>
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<td>$74.00</td>
<td></td>
<td>$96.20</td>
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<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$111.00</td>
<td></td>
<td>$144.30</td>
</tr>
<tr>
<td><strong>Mobile Unit Spotting Fee</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>257024</td>
<td>Mobile Unit Spotting Fee (Each Way)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$65.00</td>
</tr>
</tbody>
</table>

## Installation

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

Describe work to be done: ____________________________

Sub-Total

Tax

Total

## Dismantle

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

Describe work to be done: ____________________________

Sub-Total

Tax

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

SIGN DESCRIPTION, SIZE & WEIGHT
• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____
Shape: Square _____ Triangle _____ Rectangle _____ Other _____
Size: Height ______ Length ______ Width _______
Weight of Sign: _______

Does Your Sign Require Electricity ______ Assembly ______
Is Your Sign Designed to Rotate? ______ Yes ______ No (Initial in the applicable box above)

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

HANGING SIGN LABOR AND EQUIPMENT

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

Overtime
6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M. Monday through Friday,
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Crew Size - MINIMUM of two people

Materials
Cable, clamps, etc. additional and charged accordingly

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

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Price</td>
<td>$421.00</td>
</tr>
<tr>
<td>Standard Price</td>
<td>$547.30</td>
</tr>
</tbody>
</table>

Additional Crew
Assembly Labor (Per person / Per hour)

| Advance Price | $75.75  | $113.60  |
| Standard Price| $98.45  | $147.65  |

Installation Estimate

Condor/Boom/Snorkel

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 11.60</td>
<td>$421.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>@ 15.50</td>
<td>$547.30</td>
<td>$643.50</td>
</tr>
</tbody>
</table>

Additional Crew
Assembly Labor

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 12.60</td>
<td>$75.75</td>
<td>$113.60</td>
</tr>
<tr>
<td>@ 22.90</td>
<td>$98.45</td>
<td>$147.65</td>
</tr>
</tbody>
</table>

Dismantle Estimate

Condor/Boom/Snorkel

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 11.60</td>
<td>$421.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>@ 15.50</td>
<td>$547.30</td>
<td>$643.50</td>
</tr>
</tbody>
</table>

Additional Crew
Disassembly Labor

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 8.60</td>
<td>$12.25</td>
<td>$102.00</td>
</tr>
<tr>
<td>@ 12.90</td>
<td>$18.37</td>
<td>$174.10</td>
</tr>
</tbody>
</table>

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

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

Freeman ______ Exhibitor Personnel ______ Display House ______

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

______________________________ , the contracted exhibitor at the
TMS 2013 142ND ANNUAL MEETING & EXHIBITION and (if applicable), the display
house or builder for the aforementioned exhibitor, do hereby certify and guarantee that
the stress points for the hanging structure have been properly engineered and tested.
We further certify that the structure can be hung safely and has been constructed to
meet all applicable regulations and safety measures.
We hereby release, indemnify and forever hold harmless the ASSOCIATION, HENRY B.
GONZALEZ CONVENTION CENTER, FREEMAN, and its subsidiaries, their directors,
officers, employees, representatives, agents and contractors from and against any and
all liability, claims, damage, loss, fines, or penalties arising from the installation, use
or dismantling of this structure. All hang points supporting in excess of 200 lbs. may
be verified (metered) on site at exhibitor’s expense.

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

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

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

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.

- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.

- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

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

questions?

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

SHIPPING INFORMATION

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

TMS 2013 142ND ANNUAL MEETING & EXHIBITION
C/O: FREEMAN
3323 IH 35 NORTH, STE 126
SAN ANTONIO, TX 78219
MUST BE DELIVERED BY FEBRUARY 22, 2013

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

TMS 2013 142ND ANNUAL MEETING & EXHIBITION
C/O: FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
200 E MARKET ST, BOWIE ST. DOCK
SAN ANTONIO, TX 782052637
CANNOT BE DELIVERED BEFORE MARCH 02, 2013

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

FAX THIS COMPLETED FORM TO:

(469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.
What are Freight Services?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

- Cranes
- Scissor lifts, conveyors
- 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
**Tips to Save on Material Handling**

- **Consolidate shipments** - when total weight is less than 200 lbs.

For Example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Separate Shipments</td>
<td>60 lbs</td>
<td>200</td>
<td>$14.00</td>
<td>8.125% Tax</td>
</tr>
<tr>
<td>52 lbs. charged @ 200 lbs</td>
<td>$114.00</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>65 lbs. charged @ 200 lbs</td>
<td>$114.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

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

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

**What is the difference between Crated and Uncrated Shipments?**
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or padWrapped, and/or unskidded without proper lifting bars and hooks.
RUSH
DO NOT DELAY
MUST DELIVER BY FEBRUARY 22, 2013

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
3323 IH 35 NORTH
STE 126
SAN ANTONIO, TX 78219

WAREHOUSE

TMS 2013 142ND ANNUAL MEETING & EXHIBITION

BOOTH NO: _______ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
CANNOT DELIVER BEFORE MARCH 02, 2013

TO: __________________________  EXHIBITOR NAME

C/O: FREEMAN
HENRY B GONZALEZ CONVENTION CE
200 E MARKET ST
BOWIE ST. DOCK
SAN ANTONIO, TX 782052637

SHOW SITE

EVENT: TMS 2013 142ND ANNUAL MEETING & EXHIBITION

EXHIBITOR NAME

CANNOT DELIVER BEFORE MARCH 02, 2013

TO: __________________________  EXHIBITOR NAME

C/O: FREEMAN
HENRY B GONZALEZ CONVENTION CE
200 E MARKET ST
BOWIE ST. DOCK
SAN ANTONIO, TX 782052637

SHOW SITE

EVENT: TMS 2013 142ND ANNUAL MEETING & EXHIBITION

BOOTH NO: _________
NO. _____ OF _____ PCS

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

<table>
<thead>
<tr>
<th>FROM: SHIPPER/EXHIBITOR NAME:</th>
<th>BILLING ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CITY: ____________  STATE/PROVINCE: ____________  ZIP/POSTAL CODE: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHIP TO: COMPANY NAME:</th>
<th>DELIVERY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CITY: ____________  STATE/PROVINCE: ____________  ZIP/POSTAL CODE: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE#: ____________ ATTN: ____________</th>
</tr>
</thead>
</table>

**SPECIAL INSTRUCTIONS:**

- Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.
- Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.
- **SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR’S EXPENSE.**

**METHOD OF SHIPMENT**

- **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

**DESired NUMBER OF LABELS:** ____________

For Assistance, please call (210) 227-0341 to speak with one of our experts.
MATERIAL HANDLING

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

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

2. PACKAGING/Crates AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpet新政 or dry, 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 packing should be of a design to adequately protect contents for handling by fork lift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. 

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

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE 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 the Exhibitor's shipper's warehouse and Exhibitor's designate is responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for, loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism, war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of 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 the Business days following the conclusion of the show. For purposes of claim reporting, the “conclusion” of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation after the conclusion of the show (or from Freeman's warehouse). 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.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any portion of payment for its services, without a final arbitrator award against Freeman for any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive MAXIMUM liability for loss or damage to Exhibitors materials and Exhibitor's Appointed Contractors ('EAC') shall be limited to $50.00 (USD) per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO 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 HAZARD INVOLVED IN THIS ACTIVITY, YOU 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, ASSIGNED 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 PREMISES.

Freeman REV 6.11
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR’s booth. In 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.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

Freeman REV 6.11
Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

**Seating and Booth Arrangements:**
1. A floor plan of the layout for public events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 21 days prior to the event.
2. All seating arrangements for events will be in accordance with NFPA 101, Life Safety Code, and 2006 International Fire Code, and approved by the Fire Marshal. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

**Booth Construction, Decorations, and Stage Scenery:**
4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**
7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal’s office for approval. The plans must specify maximum number of occupants and have a structural engineer’s stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

**Exits and Exit access and discharge:**
12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain, drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times. (2006 IFC, Section 1006)

Open Flames, Compressed Gases, Explosives and Lasers:
16. The following items may not be used without prior approval of the Fire Marshal.
   A. Use, display or storage of LPG (Propane or Butane) (200 lb storage limit)
   B. Flammable Liquids of Gas
   C. Barbeque Grills
   D. Straw, sawdust, or wood shavings
   E. Welding or cutting equipment for demonstration purposes
   F. Gas fired appliances for demonstrations or cooking purposes
   G. Salamander stoves for demonstrations or cooking purposes
   H. Lit candles and lanterns for demonstration purposes
   I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal’s office
   J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
   K. Hazers/Fog Machines

17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:
18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. Small 2 ½ - gallon deep-fat fryers are also allowed.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:
21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

Vehicles:
23. The following are requirements for displaying vehicles and fuel powered engines. (2006 IFC, sect. 314.4)
   This includes all vehicles (e.g.: cars, trucks, semi’s, recreational vehicles, boats, motorcycles, atv’s, jet ski’s, etc).
   A. Not more than ¼ tank or five (5) gallons, whichever is less.
   B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
   C. Battery cables must be disconnected from the ignition system.
   D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
   E. A floor plan of the display area must be submitted at least 21 days prior to move-in for the Fire Marshal’s approved.
   F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
   G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.
Tents (over 200 Sq. Ft.) and Canopies (over 400 Sq. Ft.) require a Permit: (2006 IFC, sect. 2403.2)
26. All temporary installation of tents, awnings, canopies and other membrane structures requires prior approval by the Fire Marshal.
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal’s office at least 21 days prior to event for approval.

Hazardous Materials:
28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:
31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a “NO SMOKING” sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2006 IFC, sect. 901.6)
37. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2006 IFC, sect. 1004.3)
38. In accordance with the 2006 International Fire Code (Section 403.1) “When, in the opinion of the Chief, it is essential for in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.”

NOTICE: If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal’s office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.
<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Post Deadline</th>
<th>Show Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLAT SCREEN DISPLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; LCD MONITOR (Tabletop Only)</td>
<td></td>
<td>$170.00</td>
<td>$221.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>32&quot; LCD MONITOR W/ SPEAKERS (Tabletop Only)</td>
<td></td>
<td>$250.00</td>
<td>$325.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>43&quot; PLASMA MONITOR W/STAND</td>
<td></td>
<td>$500.00</td>
<td>$650.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>46&quot; LCD-LED MONITOR W/STAND &amp; SPEAKERS</td>
<td></td>
<td>$550.00</td>
<td>$715.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>50&quot; PLASMA MONITOR W/STAND</td>
<td></td>
<td>$600.00</td>
<td>$780.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>PLASMA MONITOR STAND</td>
<td></td>
<td>$125.00</td>
<td>$162.50</td>
<td>3</td>
<td>$</td>
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<tr>
<td>PLASMA MONITOR WALL MOUNT</td>
<td></td>
<td>$50.00</td>
<td>$65.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>PLASMA MONITOR STAND SHELF</td>
<td></td>
<td>$30.00</td>
<td>$39.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>PLASMA MONITOR SPEAKERS (43&quot; &amp; 50&quot; ONLY)</td>
<td></td>
<td>$100.00</td>
<td>$130.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VIDEO PLAYERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD PLAYER</td>
<td></td>
<td>$85.00</td>
<td>$110.50</td>
<td>3</td>
<td>$</td>
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<tr>
<td><strong>VIDEO ACCESSORIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIDEO DISTRIBUTION AMPLIFIER</td>
<td></td>
<td>$50.00</td>
<td>$65.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>54&quot; BLACK DRAPE MONITOR CART</td>
<td></td>
<td>$25.00</td>
<td>$32.50</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td><strong>AUDIO EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARGE SOUND PACKAGE (2 Speakers, 1 Mixer)</td>
<td></td>
<td>$155.00</td>
<td>$201.50</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>SMALL SOUND PACKAGE (1 Speaker, 1 Mixer)</td>
<td></td>
<td>$95.00</td>
<td>$123.50</td>
<td>3</td>
<td>$</td>
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<tr>
<td>WIRED MICROPHONE W/ STAND</td>
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<td>$35.00</td>
<td>$45.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>WIRELESS MICROPHONE</td>
<td></td>
<td>$145.00</td>
<td>$188.50</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>COMPUTER/MP3 AUDIO PATCH</td>
<td></td>
<td>$35.00</td>
<td>$45.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>SINGLE DISC CD PLAYER</td>
<td></td>
<td>$50.00</td>
<td>$65.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td><strong>COMPUTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAPTOP COMPUTER</td>
<td></td>
<td>$200.00</td>
<td>$260.00</td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>MACBOOK COMPUTER</td>
<td></td>
<td>$250.00</td>
<td>$325.00</td>
<td>3</td>
<td>$</td>
</tr>
</tbody>
</table>

**Equipment Rental Calculation**
Quantity x Rate x Days = Total

**EQUIPMENT TOTAL:** $ -
**SERVICE FEE 25% or $125 MIN:** $ -
**EQUIPMENT TOTAL TAX:** 8.125% $ -
**TOTAL:** $ -

**PAYMENT INFORMATION**

**PAYMENT IN FULL,**
**IS DUE AT THE TIME ORDER IS PLACED**

**ORDER CONTACT:** NAME ON CARD:

**ORDER PHONE:** CARD #

**ORDER EMAIL:** EXP DATE:

**SET-UP DATE/TIME:** CREDIT CARD

**STRIKE DATE/TIME:** ADDRESS:

**ONSITE CONTACT:** SIGNATURE:

**ONSITE PHONE:** DATE:

**ONSITE EMAIL:**

---

**VENUE:** Henry B. Gonzalez Convention Center

**SHOW NAME:** TMS 2013

**START DATE:** 3/4/13

**END DATE:** 3/6/13

**ORDER DEADLINE:** Thursday, February 14, 2013
RENTAL POLICY & GENERAL INFORMATION:

1) ALL MATERIALS AND EQUIPMENT FURNISHED BY OVATION SHALL BE IN OPERATING CONDITION UPON DELIVERY.
   IF A MALFUNCTION IS EXPERIENCED IN OPERATION, THE PROBLEM MUST BE REPORTED IMMEDIATELY.
   REPAIR OR REPLACEMENT, WILL BE ARRANGED BY OVATION, TO RESOLVE THE PROBLEM. OVATION WILL NOT BE
   RESPONSIBLE FOR PROBLEMS REPORTED AFTER THE RENTAL PERIOD.
2) CREDIT SHALL NOT BE GIVEN FOR EQUIPMENT OR PERSONNEL NOT UTILIZED.
3) CLIENT IS RESPONSIBLE FOR ALL OVATION PROPERTY, WHILE IN THEIR USE; INCLUDING DAMAGE, LOSS, THEFT,
   OR VANDALISM. REPAIR OR REPLACEMENT COSTS SHALL BE THE RESPONSIBILITY OF THE CLIENT.
4) ONSITE ORDERS ARE SUBJECT TO AVAILABILITY AND PRICING WILL BE DETERMINED BY OVATION REPRESENTATIVE.
5) ORDERS RECEIVED WITHOUT ADVANCE PAYMENT, OR AFTER THE ORDER DEADLINE WILL INCUR
   POST DEADLINE RATES AS INDICATED ON ORDER FORM.
6) PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.
7) SPECIAL ORDER REQUESTS MUST BE RECEIVED PRIOR TO ORDER DEADLINE.
8) CANCELLATION OF ORDER: A 48 HOUR NOTICE OF CANCELLATION, FROM EVENT START DATE, IS REQUIRED,
   OR A FEE OF 50% OF THE TOTAL ORDER WILL BE CHARGED.
9) CANCELLATION OF EQUIPMENT AFTER INITIAL SET UP IS SUBJECT TO ADDITIONAL LABOR CHARGES, AS
   DETERMINED BY OVATION REPRESENTATIVE, BASED ON OVATION AND/OR VENUE LABOR RATES AND REGULATIONS.
10) EQUIPMENT WILL NOT BE DELIVERED UNLESS A REPRESENTATIVE FROM THE CLIENT’S COMPANY IS PRESENT.
    REQUESTED DELIVERY TIMES ARE GUIDELINES ONLY AND DO NOT EQUATE EXACT DELIVERY TIME. OVATION WILL
    WORK TO DELIVER YOUR ITEMS AS SOON AS POSSIBLE. UNLESS SPECIAL CIRCUMSTANCES EXIST, PLEASE CONTACT
    OVATION IF YOUR ORDER HAS NOT BEEN RECEIVED WITHIN A 4HR WINDOW OF YOUR REQUESTED DELIVERY TIME.
## Lead Retrieval Order Form

### Hand Held Units:

<table>
<thead>
<tr>
<th>ITEM Description</th>
<th>Early Bird</th>
<th>Advance</th>
<th>On-Site</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExpoAccess - Quick Scan mode</td>
<td>$275.00</td>
<td>$360.00</td>
<td>$440.00</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Upgrade ExpoAccess to qualify mode</td>
<td>$100.00</td>
<td>$130.00</td>
<td>$160.00</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ExpoScan - Provided with 1 download</td>
<td>$350.00</td>
<td>$455.00</td>
<td>$560.00</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add Printer to ExpoScan</td>
<td>$100.00</td>
<td>$130.00</td>
<td>$160.00</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lead file on memory stick</td>
<td>$50.00</td>
<td>$65.00</td>
<td>$80.00</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### ExpoScan - Provided with 1 download
- Data is available online after the event
- Price includes USB memory stick

### Smart Phone Application:

<table>
<thead>
<tr>
<th>ITEM Description</th>
<th>Early Bird</th>
<th>Advance</th>
<th>On-Site</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExpoSmart - Single Phone Access</td>
<td>$179.00</td>
<td>$229.00</td>
<td>$279.00</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ExpoSmart - Up to 5 Phone Access</td>
<td>$349.00</td>
<td>$449.00</td>
<td>$549.00</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Optional Services:

<table>
<thead>
<tr>
<th>ITEM Description</th>
<th>Early Bird</th>
<th>Advance</th>
<th>On-Site</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery &amp; pick-up</td>
<td>$125.00</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>$_______</th>
</tr>
</thead>
</table>

**ORDER ONLINE for IMMEDIATE SAVINGS!**

**www.rcsreg.com/leads/tms2013**

### Contact Information

- Name_________________________________________
- Booth #_______________________________________
- Company_______________________________________
- Mobile Phone_________________________
- Address_______________________________________
- Email_______________________________________
- City, ST, Zip_______________________________
- Email_______________________________________
- Country_______________________________________

### Payment:

- Credit Card - Orders must be processed online or call 805-654-0171
- 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.

**ORDER ONLINE - www.rcsreg.com/leads/tms2013**

**PLEASE RETAIN A COPY FOR YOUR RECORDS**
The **ExpoAccess** is a Web enabled wireless mobile lead collection device and real-time web page lead management system. This new technology concept uses the java enabled color Blackberry platform to transfer data from an attendee’s badge to an exhibitor’s personal event web site. All leads can be custom qualified using the web site for personalization. Using this RCS system, exhibitors do not need to carry away a CD or memory stick or wait in line to download or “retrieve” data at the end of the event. The wireless enabled mobile unit delivers all the sales lead data in real-time to a secure exhibitor web site with online password protected access by the exhibiting company’s personnel. The Web enabled ExpoAccess mobile unit provides a totally new approach to lead collection, management and follow-up. Data can be accessible at the web site for up to 90 days after the event.

The **Qualify Option** allows easy selection of qualifying criteria for each lead by use of the Blackberry mouse.

The **ExpoScan** is the latest in improved Lead Generation Systems. ExpoScan makes it easier to collect your leads and more effectively use these leads to increase sales revenue and expand the scope of your business. ExpoScan is a compact, mobile integrated badge reader with internal memory that does not require an electrical hookup. It has the option of an external Bluetooth printer. ExpoScan stores each lead in its memory and these leads are then made available on a secure password protected web site. At the end of the show just drop off the ExpoScan unit and the data will be immediately downloaded to your secure web site for your continual use for up to 90 days after the show. No waiting to download your data on-site or having the possibility of your leads getting lost.

The **Printer Option** provides a thermal printer that does not require an electrical hookup and automatically produces a complete lead form which includes the ID#, name, title, company name, address, phone, fax, email, demographic codes, and the time and date visited, as well as ample room to write notes. 58mm thermal printer, prints 1000+ leads on a single charge. Bluetooth© technology.

The **ExpoSmart** allows the exhibitor to use their personal Android 2.2, Blackberry 6.0, or iPhone with autofocus camera for lead management. The Exhibitor downloads the ExpoSmart application to their smart phone prior to the event, eliminating the need to pick up or return equipment once they arrive on-site. With ExpoSmart, the exhibitor simply scans a QRCode printed on the badge. ExpoSmart offers all of the same real-time web page lead management and custom qualification features as the ExpoAccess.

### QUICK CHOICE GRID

<table>
<thead>
<tr>
<th></th>
<th>ExpoAccess</th>
<th>ExpoScan</th>
<th>ExpoSmart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Storage/Downloads</strong></td>
<td>Leads are stored on exhibitors personal web site in real time</td>
<td>Leads can be downloaded to web site or memory stick</td>
<td>Leads are stored on exhibitors personal web site in real time</td>
</tr>
<tr>
<td><strong>Lead Printing Options</strong></td>
<td>Leads can be printed from web site</td>
<td>Lead prints on 4” paper roll (optional)</td>
<td>Leads can be printed from web site</td>
</tr>
<tr>
<td><strong>Qualifier Options</strong></td>
<td>10 customized qualification questions with 10 answers each on web site (included)</td>
<td>N/A</td>
<td>9 customized qualification questions with 10 answers each on web site (included)</td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
<td>Unlimited</td>
<td>1,500 Leads</td>
<td>Unlimited</td>
</tr>
<tr>
<td><strong>Power</strong></td>
<td>Rechargeable Battery (no electricity required)</td>
<td>Rechargeable Battery (no electricity required)</td>
<td>Exhibitors phone charger</td>
</tr>
<tr>
<td><strong>PC Required</strong></td>
<td>NO</td>
<td>NO</td>
<td>Smart Phone</td>
</tr>
</tbody>
</table>

**FOR MORE INFORMATION**
Call our RCS Exhibitor Services Desk at 805-654-0171
eMail: exhibitorserv@rcsreg.com

REGISTRATION CONTROL SYSTEMS - 1833 Portola Rd., Suite C, Ventura, CA 93003
## Company Name: Smart City-017NT

### Booth / Room:

#### Billing Name:

**Company Name**

**Booth / Room**

**Show Name:**

**TMS 2013**

**142ND ANNUAL MEETING & EXH**

### Billing Address:

**City, State / Country, Zip**

**Email**

**Contact**

**Telephone Number**

**Fax Number**

### Credit Card Number:

<table>
<thead>
<tr>
<th>AMX</th>
<th>MC</th>
<th>Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expiry Date (MM / YY):**

**Sec Code:**

### Print Card Holder Name:

**Card Holder Signature and/or Acceptance of T's & C's:**

---

### Important!

Review “Product Overview / Glossary” literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx. Please call if assistance is needed.

Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.

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### Description of Service

<table>
<thead>
<tr>
<th>Type</th>
<th>QTY</th>
<th>Incentive Base Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Internet – Networking Services: (10 / 100 Base - T )</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)</td>
<td>SE</td>
<td>$ 1,100 $ 1,375</td>
</tr>
<tr>
<td>b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed</td>
<td>IA-SP</td>
<td>$ 150 $ 185</td>
</tr>
<tr>
<td>c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)</td>
<td>NE</td>
<td>$ 900 $ 1,125</td>
</tr>
<tr>
<td>d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed</td>
<td>IA-SN</td>
<td>$ 125 $ 155</td>
</tr>
<tr>
<td>e. NetBasic (Shared up to 512K / 1.5M) (1 Private DHCP IP, 1/Device) - Limited Qty</td>
<td>BE-1.5</td>
<td>$ 795 $ 995</td>
</tr>
<tr>
<td>f. NetExpress (Shared up to 256K / 512K) (1 Private DHCP IP, 1/Device)-Limited Qty</td>
<td>BE-512</td>
<td>$ 595 $ 745</td>
</tr>
<tr>
<td>g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP’s available</td>
<td>TS</td>
<td>$ 3,495 $ 4,370</td>
</tr>
<tr>
<td>h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)</td>
<td>TS-03</td>
<td>$ 5,900 $ 7,375</td>
</tr>
</tbody>
</table>

| **2. Internet – Networking Services: Equipment** |     |                       |
| a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T | SW8 | $ 150 $ 185 |
| b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T | SW24 | $ 225 $ 280 |
| c. Patch Cable (up to 50’) – Cat 5e | PC | $ 50 $ 62 |

| **3. Voice Services: PBX Service – Dial “9” for an outside line** |     |                       |
| a. Single Line (no Instrument) (unrestricted long distance) | LO | $ 275 $ 345 |
| b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD) | ML | $ 415 $ 520 |

| **4. Voice Services: Dedicated Line ( Direct line do not dial "9")** |     |                       |
| a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity | DL | $ 395 $ 495 |

| **5. Voice Services: Special Services** |     |                       |
| a. Telephone Instrument (Single Line, Touchtone) upon request | SL / DI |   |
| b. Long Distance Restrictions (Credit Card / Intl Restriction ) upon request | CC / IR |   |

| **6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)** |     |                       |
| a. Analog Extended Pots line from Demarc to Booth | DP | $ 200 $ 250 |
| b. ISDN BRI or DSL Extended circuit from Demarc to Booth | IS / HL | $ 400 $ 500 |
| c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8) | T2 / T1 | $ 2,000 $ 2,500 |
| d. DS-3 Extended circuit from Demarc to Booth (See T&C 8) | T3 | $ 9,000 $ 11,250 |
| e. Labor / Floor Work - Fee per hour (See T&C 1) | FW | $ 125 $ 125 |
| f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1) | VP / MI | Call 888-446-6911 for quote |

| **7. Special Quote – Attachment A or SOW (if applicable)** |     |                       |
| MI | Call 888-446-6911 for quote |

| **8. Move - In / On - Site order fee (if ordering service after show move-in has started). ( 20% ) x ( Base Price )** |     |                       |

| **9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue. x (number of lines)** |     |                       |

| **SUBTOTAL** |     |                       |

---

**Estimated 10% Tax / Fees Deposit = SUBTOTAL x 10%**

**Total Payment Must Accompany Order.** Credit Card Users may fax order to 702-943-6001

**Grand Total**

---

***Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in.***

---

**For Smart City Use:** Payment Rec’d (Amount): 

**Customer No:** 2013 - 017 - 983 -

**Order On Line:** https://www.smartcitynetworks.com/order/center.aspx?center=017
HBG – Telephone & Internet / Network Services

1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.

2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.

3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.

4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20%.

5. Internet / Network – 10 / 100 Mbps, full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.

6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with the shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.

7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.

8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.

9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility’s 2.5 / 5.8 GHz wireless frequency range is prohibited and subject to disconnection at the Customer expense.

10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.

11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the facility.

12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.

13. CANCELLATION – There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.

14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.

15. The additional cost incurred by SMART CITY to: (1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.

16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.

17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748.

18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).

19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, “0+”, Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.

20. Long Distance (International Calls) and Line Restrictions: (a) Credit Card restriction will only allow Local, “1-800” and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from “976” and “900” dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.

21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.

22. Prices are based upon current rates and are subject to change without notice.

23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City.

25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name: ________________________
Authorized Signature: ________________________
Date: ________________________

FOR SMART CITY USE: Payment Rec’d (Amount): ________________________
ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=017

Customer No: ________________________

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

**Network Security Policy:**

Smart City requires that all devices directly or indirectly accessing Smart City’s network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City’s network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer’s equipment from the network(s), with or without prior notice at Smart City’s sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City’s Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer’s business is important to Smart City and with advanced and timely notification of a Customer’s needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: ___________________________ Total # of Devices: ___________________________

Type of Anti-Virus Software Installed: □ Norton □ McAfee □ Other: ___________________________

Virus Scan Last Updated - Date: ___/___/____ Security Updates Last Performed - Date: ___/___/____

Are You Renting Computers? □ Yes □ No Rental Company Name: ___________________________

Rental Company Contact: ___________________________ Contact Number: ___________________________

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City’s network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City’s network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature ___________________________ Date ___________________________

Printed Name ___________________________ Title ___________________________

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City’s area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

### Grid for Floor Plan

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**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) ________________ .  **Scale** = 1 Box is equal to __________ ft.
Smart City has the exclusive contract to install all voice and data communications cabling. This includes all cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telephone cables fall under Smart City’s area of responsibility.

- **Labor cost** - $125.00 an hour per technician, with a one hour minimum.
- **Floor work** - Estimated at 4 cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- **Smart City Cat 5 Cable** - $50 each (50 ft. cable)

Please select the floor work option that you will require for your booth:

- **Yes**, we will need to order floor work from Smart City for our booth.
  
  Estimated number of labor hours. Please add this to our order.

- **No**, we will not require floor work for our booth. We will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

Please select the cabling option that you will require for your booth:

- **Smart City Provided Cable**. We prefer Smart City to provide the cable for our booth.
  
  Number of Cat 5 Cable(s) at $50 each. Please add this to our order.

- **Exhibitor Provided Cable**. We will provide our own cable for our booth and understand the following:
  
  - We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
  - Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
  - Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City’s services originate in the booth.
  - Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
  - Cable(s) must be shipped two weeks prior to the show opening to:

  Smart City
  600 Hemisfair Plaza Way, Bldg. 277, Rm. 201
  San Antonio, TX 78205