
SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high Gray / Black back drape, 3' high Gray side dividers, (1) 6' Black draped table, (2) side chairs, (1) wastebasket, and a 7" x 44" identification sign.

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by October 21, 2015.

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

Wednesday November 11, 2015 12:00 PM - 4:30 PM

EXHIBIT HOURS

Wednesday November 11, 2015 5:30 PM - 7:30 PM

Thursday November 12, 2015 8:00 AM - 4:30 PM

Friday November 13, 2015 7:00 AM - 4:30 PM

Saturday November 14, 2015 7:00 AM - 1:30 PM

EXHIBITOR MOVE-OUT

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

Saturday November 14, 2015 1:30 PM - 6:00 PM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, November 14, 2015 at 6:00 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 Saturday, November 14, 2015 at 4:00 PM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

2200 Consulate Dr
Orlando, FL 32837
(407) 816-7900 fax (469) 621-5605
freemanorlando@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 October 21, 2015. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
Assn for Public Policy Analysis & Mgmt - Research Conf
C/O FREEMAN
1910 NW 97TH AVE
MIAMI, FL 33172

Freeman will accept crated, boxed or skidded materials beginning Monday, October 12, 2015, at the above address. Material arriving after November 04, 2015 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 # _____
Assn for Public Policy Analysis & Mgmt - Research Conf
C/O FREEMAN
HYATT REGENCY MIAMI
400 SE 2ND AVE
MIAMI, FL 33131-2140

Freeman will receive shipments at the exhibit facility beginning Wednesday, November 11, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (407) 816-7900.

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 (407) 816-7900 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 October 21, 2015.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

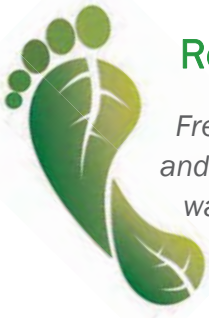
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.

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

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



Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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



Personnel and Best Practices

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



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

F R E E M A N

2200 Consulate Dr
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
freemanorlando@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 21, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

COMPANY CHECK
Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (322137) 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**

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.
<http://feedback.freemanco.com/?322137>

FREEMAN method of payment

F R E E M A N

2200 Consulate Dr
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
freemanorlando@freemanco.com

Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

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 Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) 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.

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



EXHIBIT transportation

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

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

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

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

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

questions?

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

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

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

F R E E M A N

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

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

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
Assn for Public Policy Analysis & Mgmt - Research Conf
 C/O: FREEMAN
 1910 NW 97TH AVE
 MIAMI, FL 33172
 MUST BE DELIVERED BY NOVEMBER 04, 2015
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
Assn for Public Policy Analysis & Mgmt - Research Conf
 C/O: FREEMAN
 HYATT REGENCY MIAMI
 400 SE 2ND AVE
 MIAMI, FL 33131-2140
 CANNOT BE DELIVERED BEFORE NOVEMBER 11, 2015

TYPE OF SERVICE

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

SHIPPING INFORMATION

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (322137)

FREEMAN exhibit transportation

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

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

- (a) whenever or wherever the claimed loss or damage may occur;
 - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and;
 - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.
- Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

FREEMAN TERMS & CONDITIONS

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

2200 Consulate Drive
Orlando, FL 32837-8364
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN material handling

NAME OF SHOW: Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you.

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

MATERIAL HANDLING SERVICES

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

Description	Price Per CWT	200LB Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 96.75	193.50
Special Handling Shipment.....	\$126.00	252.00
Carpet and/or Pad Only Shipment.....	\$145.25	290.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 90.75	181.50
Special Handling Shipment.....	\$118.00	236.00
Uncrated or Pad Wrapped Shipment.....	\$136.25	272.50
Carpet and/or Pad Only Shipment.....	\$136.25	272.50

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment	\$ 45.00
--------------------	----------

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after Deadline NOVEMBER 04, 2015	\$ 24.25	48.50
Show Site Shipment after Deadline NOVEMBER 11, 2015	\$ 22.75	45.50

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 22.75	45.50
Special Handling Shipment.....	\$ 29.50	59.00
Uncrated or Pad Wrapped Shipment.....	\$ 34.25	68.50
Carpet and/or Pad Only Shipment.....	\$ 34.25	68.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 22.75	45.50
Special Handling Shipment.....	\$ 29.50	59.00
Uncrated or Pad Wrapped Shipment.....	\$ 34.25	68.50
Carpet and/or Pad Only Shipment.....	\$ 34.25	68.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			Tax(7.0%)	
			Total	

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

2200 Consulate Dr
 Orlando, FL 32837
 (407) 816-7900 Fax: (469) 621-5605
 freemanorlandoes@freemanco.com

OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 12, 2015

RECEIVING DATE BEGINS: OCTOBER 12, 2015

DEADLINE DATE IS: NOVEMBER 04, 2015

DEADLINE DATE IS: NOVEMBER 04, 2015

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
1910 NW 97TH AVE
MIAMI, FL 33172

C/O: FREEMAN
1910 NW 97TH AVE
MIAMI, FL 33172

WAREHOUSE

WAREHOUSE

Assn for Public Policy Analysis & Mgmt
EVENT: _____
- Research Conf

Assn for Public Policy Analysis & Mgmt
EVENT: _____
- Research Conf

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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



FURNISHING essentials

seating

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

diva series

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

diva counter stool

17"W 16"L 36"H – N71092

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

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

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



executive chair

Black Tweed

28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



seating

limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



black diamond stool

22"W 18"L 46"H – N71088



soho bistro table (page 6)

lounge seating

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



signature loveseat

Black

33"W 60"L 33"H – N73091

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

signature chair

Black

33"W 35"L 33"H – N71093



tables

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

glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

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



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027



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

tables

pedestal tables

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

soho series

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



chelsea series

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



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



office furniture

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



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

office series

Cherry or Oak

five-foot desk

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

credenza

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

bookcase

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



milano table

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

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



luna table

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

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



hemingway writing table

Black
24"W 49"L 29"H – N720191





display

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

draped or undraped table counters

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



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

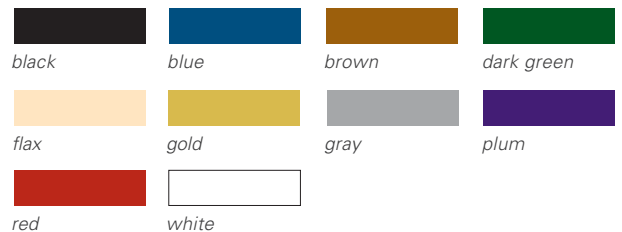


Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

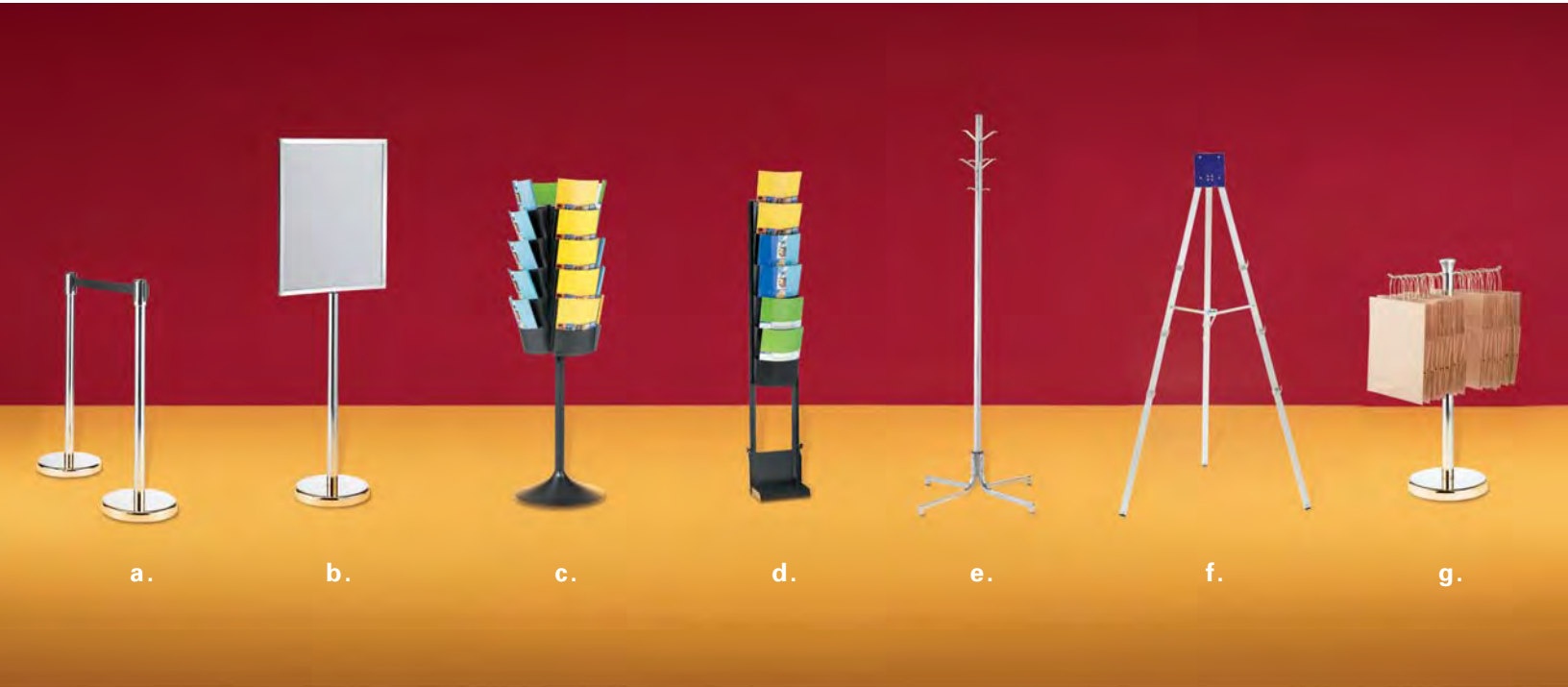
Black

24"W 49"L 42"H – N72056



accessories

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



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

special draping

(not pictured)

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

accessories

file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



floor-standing bulletin board

48"W 96"L 78"H – C10201484



table lamp*

Black

25"H – N75052



small refrigerator*

19"W 19"L 34"H – N75057



wastebasket

Wastebasket color may vary.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

F R E E M A N

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Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
freemanorlando@freemanco.com

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DISCOUNT PRICE
DEADLINE DATE

OCTOBER 21, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71092	Diva Counter Stool	240.35	264.40	336.50	_____
___	N71091	Diva Chair	217.70	239.45	304.80	_____
___	N710144	Diplomat Chair	241.65	265.80	338.30	_____
___	N71038	Cherry Barrel Chair	220.00	242.00	308.00	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	299.00	328.90	418.60	_____
___	N71047	Gray Gaslift Stool	263.95	290.35	369.55	_____
___	N71046	Gray Gaslift Chair w/Arms ..	228.20	251.00	319.50	_____
___	N71045	Gray Gaslift Chair	210.30	231.35	294.40	_____
___	N71044	Executive Chair	344.90	379.40	482.85	_____
___	N71089	Black Diamond Side Chair..	124.75	137.25	174.65	_____
___	N71090	Black Diamond Arm Chair..	151.20	166.30	211.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71088	Black Diamond Stool	195.40	214.95	273.55	_____
___	C210108	Limerick® Chair..... by Herman Miller	64.35	70.80	90.10	_____
___	C210109	Limerick® Stool..... by Herman Miller	117.35	129.10	164.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING						
___	N73091	Signature Loveseat	742.60	816.85	1,039.65	_____
___	N71093	Signature Chair	430.20	473.20	602.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
___	N72026	Cherry Cocktail Table.....	191.70	210.85	268.40	_____
___	N72027	Cherry End Table.....	157.10	172.80	219.95	_____
___	N72015	Glass Conference Table.....	217.75	239.55	304.85	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	177.05	194.75	247.85	_____
___	N72029	Metro Slate End Table.....	161.05	177.15	225.45	_____
___	C115103	Studio Black Cocktail Table.	121.95	134.15	170.75	_____
___	C115104	Studio Black End Table.....	89.50	98.45	125.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	163.45	179.80	228.85	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	214.30	235.75	300.00	_____
___	N72070	Black-top Bistro 24"W x 42"H	265.85	292.45	372.20	_____
___	N72067	Black-top Café Table 36"x30".	214.30	235.75	300.00	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	265.85	292.45	372.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	193.40	212.75	270.75	_____
___	N72064	Café Table 36"W x 30"H	193.40	212.75	270.75	_____
___	N720163	Bistro Table 30"W x 42"H	243.50	267.85	340.90	_____
___	N720164	Bistro Table 36"W x 42"H	243.50	267.85	340.90	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE						
___	N72093	Milano Table/Blonde Top	424.25	466.70	593.95	_____
___	N72092	Milano Table/Black Top	424.25	466.70	593.95	_____
___	N72094	Luna Table/Black Top	639.65	703.60	895.50	_____
___	N720191	Hemingway Writing Table	421.00	463.10	589.40	_____
___	N74061	Cherry Desk 5'	575.05	632.55	805.05	_____
___	N74065	Cherry Bookcase	217.75	239.55	304.85	_____
___	N74064	Cherry Credenza	600.15	660.15	840.20	_____
___	N74071	Oak Desk 5'	575.05	632.55	805.05	_____
___	N74075	Oak Bookcase	217.75	239.55	304.85	_____
___	N74074	Oak Credenza	600.15	660.15	840.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE						
___	N72056	Display Counter.....	432.65	475.90	605.70	_____
___	N75079	Orion Computer Kiosk.....	422.60	464.85	591.65	_____
___	N75030	Black Display Cube/Small.....	248.75	273.65	348.25	_____
___	N75031	Black Display Cube/Medium....	266.40	293.05	372.95	_____
___	N75032	Black Display Cube/Large.....	301.85	332.05	422.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	191.05	210.15	267.45	_____
___	N75021	Black Display Cylinder/Med.	224.85	247.35	314.80	_____
___	N75022	Black Display Cylinder/Lg....	292.40	321.65	409.35	_____

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

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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BOOTH::

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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H....	135.55	149.10	189.75	___
___	C130630	Draped Table 6'L x 30"H....	169.45	186.40	237.25	___
___	C130830	Draped Table 8'L x 30"H....	211.80	233.00	296.50	___
___	C1240463	4th Side Drape 6'L x 30"H...	29.00	31.90	40.60	___
___	C1240483	4th Side Drape 8'L x 30"H...	29.00	31.90	40.60	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	173.45	190.80	242.85	___
___	C130642	Draped Counter 6'L x 42"H.	216.80	238.50	303.50	___
___	C130842	Draped Counter 8'L x 42"H.	271.00	298.10	379.40	___
___	C1240464	4th Side Drape 6'L x 42"H...	29.00	31.90	40.60	___
___	C1240484	4th Side Drape 8'L x 42"H...	29.00	31.90	40.60	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	48.50	53.35	67.90	___
___	C131630	Undraped Table 6'L x 30"H..	60.60	66.65	84.85	___
___	C131830	Undraped Table 8'L x 30"H..	75.75	83.35	106.05	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	84.00	92.40	117.60	___
___	C131642	Undraped Counter 6'Lx42"H	105.00	115.50	147.00	___
___	C131842	Undraped Counter 8'Lx42"H	131.25	144.40	183.75	___

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	C220121	Chrome Stanchion w/belt ..	93.55	102.90	130.95	___
___	C220118	Chrome Sign Holder	93.55	102.90	130.95	___
___	N750135	Round Literature Rack	231.20	254.30	323.70	___
___	N750136	Flat Literature Rack	204.45	224.90	286.25	___
___	C220109	Chrome Coat Tree	60.40	66.45	84.55	___
___	C220134	Chrome Easel	40.35	44.40	56.50	___
___	C220110	Chrome Bag Rack	95.50	105.05	133.70	___
___	220107	Wastebasket	29.10	32.00	40.75	___
___	220106	Corrugated Wastebasket....	19.15	21.05	26.80	___
___	N75057	Small Refrigerator	442.30	486.55	619.20	___
___	N75052	Black Table Lamp	109.45	120.40	153.25	___
___	N74082	File Cabinet/2 Drawer	127.45	140.20	178.45	___
___	N74081	File Cabinet/4 Drawer	165.30	181.85	231.40	___
___	10201484	Bulletin Board	258.15	258.15	328.60	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	19.35	21.30	27.10	___
___	12108	Special Drape 8'H (per ft.) ...	24.00	26.40	33.60	___

TOTAL COST		
Sub-Total	+	7% Tax
	=	Total Cost

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



SELECT furnishings

seating

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

naples



chair

Black Leather

36" L 30" D 28" H – 810119



loveseat

Black Leather

62" L 30" D 28" H – 830120



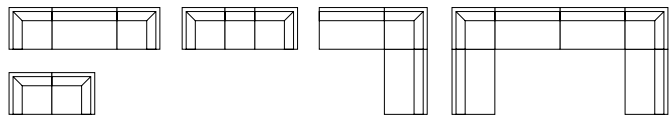
sofa

Black Leather

87" L 30" D 28" H – 830119

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather

24" L 24" D 28" H – 810117



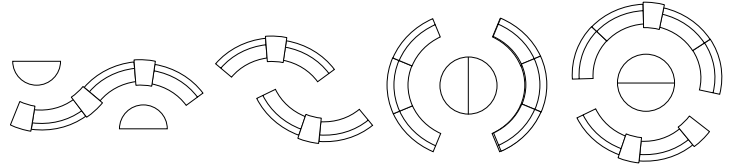
sofa

Black Leather

48" L 24" D 28" H – 830116

south beach

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



sofa
Platinum Suede
 69" L 29" D 33" H – 8301



ottoman
Platinum Suede
 25" L 31" D 18" H – 8151

key west



loveseat
Black Fabric
 57" L 35" D 33" H – 8307



sofa
Black Fabric
 85" L 35" D 33" H – 8306



tub chair
Black Fabric
 31" L 31" D 31" H – 8103

seating



allegro

chair

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

sofa

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



tangiers

chair

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

sofa

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



roma

chair

White Vinyl
37" L 31" D 33" H – 81020

sofa

White Vinyl
78" L 31" D 33" H – 83016



casual seating

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

ottomans

endless square

Black Leather – 815123

White Leather – 815122

34”L 34”D 15”H



half round ottoman

White Leather – 81514

Black Leather – 81513

72”L 36”D 17”H



ottoman bench

Black Leather – 815121

White Leather – 815120

60”L 20”D 18”H



leather cube

Black Leather – 81512

White Leather – 81511

17”L 17”D 18”H



edge LED cube

High Density Plastic

20”L 20”D 20”H – 81526



ottomans

vibe cube

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



occasional chairs

madrid chair

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



madrid chair

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



meeting chair (espresso)

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



meeting chair (taupe)

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



occasional chairs

t-vac chair

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



swanson chair

White Vinyl
28"L 25"D 18"H – 810875



ICE side chair

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



fusion chair (black/white)

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



christopher chair

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



iso mesh pull-up chair

Black Vinyl/Black Steel
26"L 24"D 38"H – 810707



occasional chairs

razor armless chair

High Density Plastic

15.38" L 15.5" D 30.5" H – 810837



new york chair

Onyx/Maple Wood/Chrome

23" L 32" D 33" H – 81090



panton chair

White Plastic

20" L 24" D 33" H – 81017



jetson chair

Black Vinyl/Black Steel

19" L 18" D 31" H – 810702



madden chair

Light Gray Vinyl

27" L 32" D 33" H – 810843



wendy chair

Clear Acrylic

15" L 19.7" D 35.8" H – 810847



occasional chairs

berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18" L 22" D 32" H



conference chairs

luxor executive chair

Black Leather

27" L 28" D 47" H

Adjustable – 810807



labrea chair

Charcoal Gray Fabric

35" L 27" D 40" H – 810874



pro executive chair

White Vinyl

27.5" L 27.5" D 45.7" H – 810844



perth highback chair

Black Leather/Chrome

23" L 21" D 43" H

Adjustable – 810813



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel
25" L 20" D 34" H – 81063



altura junior executive chair

Black Fabric
25" L 25" D 37" H
Adjustable – 81073



flex chair

Black Plastic/Chrome
24" L 22" D 31" H – 81018



bars & barstools

lift barstool

Gray Vinyl/Chrome
15" Round 23-33.5" H
Adjustable – 810842



ICE barstool

Transparent/Chrome Legs
16.75" L 16" D 37.75" H – 810815

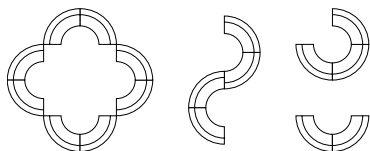


bars & barstools

martini bar

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

possible configurations:



lift hydraulic barstool

Gray Fabric/Chrome – 810872
Red Fabric/Chrome – 810873
Black Fabric/Chrome – 810871
White Fabric/Chrome – 810870
15" Round 23-33.5" H Adjustable



Tables in coordinating colors are available upon request.

bars & barstools

oslo barstool

Blue Plastic/Chrome – 810200
 White Plastic/Chrome – 810201
 17" L 20" D 30" H



zoey barstool

White Vinyl/Chrome – 810840
 Black Vinyl/Chrome – 810834
 15" L 17" D 31-35" H



banana barstool

White Vinyl/Chrome – 810103
 Black Vinyl/Chrome – 810104
 21" L 22" D 30" H



gin barstool

Maple Wood/Chrome
 16" L 16" D 29" H – 810505



jetson barstool

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



shark swivel barstool

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



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.
Choose from modern glass tops and more.

occasional end & cocktail tables

mosaic table (set of 3)

Metal/Wood – 820846

12" L 14" D 16" H

16.5" L 15" D 18" H

20.5" L 16" D 20" H



candy table

White Plastic/Black Laminated

18" L 18" D 18" H – 82056



aura round table

White Metal

15" Round 22" H – 820844



edge LED lighted table

White Plastic/Clear Acrylic

20" L 20" D 20" H – 82057



occasional end & cocktail tables



silverado

end table

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

table

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



inspiration

end table

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

table

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



geo

end table

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

table

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



sydney

end table

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

table

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



conference tables

nova white oval table

White Laminate/Chrome

71" L 35.5" D 29" H – 82060



geo conference table

Glass/Black Steel – 82041

Glass/Chrome – 82051

60" L 36" D 29" H



communal table (maple with grommets)

Laminate/Metal

72" L 26" D 30" H – 82058

72" L 26" D 42" H – 82059



manhattan table

Glass/Black Steel

42" Round 29" H – 82033



communal table (maple)

Laminate/Metal

72" L 26" D 30" H – 82067

72" L 26" D 42" H – 82068



communal table (white)

Laminate/Metal

72" L 26" D 30" H – 82063

72" L 26" D 42" H – 82066



conference tables

42" round white conference table

White Laminate

42" Round – 820708



computer / desk / table

work desk

White Powder Coat

48" L 24" D 30" H – 820706



merlin table

Gray Laminate

46" L 29" D 30" H – 820707



rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

e table

Wood

15.5"L 27.5"D 21"H – 820845

Some configurations require two tables. Only one table per order.

possible configurations:



rustique chair with arms

Gunmetal

20"L 18"D 31"H – 810841



rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



timber table

Wood

16" Round 27.5"D 17"H – 820843



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



lighting

mason table lamp*

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



mason floor lamp*

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



refrigerators

refrigerator*

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



*Electrical power must be ordered separately.

tablet stand

mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

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



tablet stand accessories

brochure holder*

Black – 850711

8.625"L 1.1"D 11.325"H



wireless printer holder*

Black – 850712

3.3"L 1.9"D 5.28"H



charging shelf*

Black – 850713

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand.

F R E E M A N

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
_____	810119	Chair.....	440.35	484.40	616.50	_____
_____	830120	Loveseat.....	592.45	651.70	829.45	_____
_____	830119	Sofa.....	658.25	724.10	921.55	_____
Heathrow Group -Black Leather						
_____	810116	Armless Chair.....	333.80	367.20	467.30	_____
_____	810117	Corner Chair.....	391.65	430.80	548.30	_____
_____	830116	Sofa.....	567.45	624.20	794.45	_____
South Beach Group - Platinum Suede						
_____	8301	Sofa.....	565.20	621.70	791.30	_____
_____	8151	Ottoman.....	247.00	271.70	345.80	_____
Key West Group - Black Fabric						
_____	8307	Loveseat.....	458.40	504.25	641.75	_____
_____	8306	Sofa.....	509.60	560.55	713.45	_____
_____	8103	Tub Chair.....	353.80	389.20	495.30	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	451.75	496.95	632.45	_____
_____	83015	Sofa.....	721.00	793.10	1,009.40	_____
Tangiers Group - Beige Fabric						
_____	810118	Chair.....	390.40	429.45	546.55	_____
_____	830118	Sofa.....	549.35	604.30	769.10	_____
Roma Group - White Vinyl						
_____	81020	Chair.....	505.15	555.65	707.20	_____
_____	83016	Sofa.....	774.40	851.85	1,084.15	_____
CASUAL SEATING						
Ottomans						
_____	815123	Endless Square - Black Leather.....	273.70	301.05	383.20	_____
_____	815122	Endless Square - White Leather.....	273.70	301.05	383.20	_____
_____	815121	Bench - Black Leather.....	340.45	374.50	476.65	_____
_____	815120	Bench - White Leather.....	340.45	374.50	476.65	_____
_____	81513	Half Round - Black Leather.....	353.80	389.20	495.30	_____
_____	81514	Half Round - White Leather.....	353.80	389.20	495.30	_____
Cubes						
_____	81518	Vibe - Blue Vinyl.....	126.85	139.55	177.60	_____
_____	81520	Vibe - Pink Vinyl.....	126.85	139.55	177.60	_____
_____	81519	Vibe - Red Vinyl.....	126.85	139.55	177.60	_____
_____	81517	Vibe - Yellow Vinyl.....	126.85	139.55	177.60	_____
_____	81525	Vibe - Orange Vinyl.....	126.85	139.55	177.60	_____
_____	81511	Leather Cube - White Leather.....	97.90	107.70	137.05	_____
_____	81512	Leather Cube - Black Leather.....	97.90	107.70	137.05	_____
_____	81526	Edge LED Cube - High Density Plastic.....	182.45	200.70	255.45	_____

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CASUAL SEATING

Occasional Chairs

_____	8102	Madrid Chair - Black Leather.....	707.65	778.40	990.70	_____
_____	810816	Madrid Chair - White Leather.....	707.65	778.40	990.70	_____
_____	810835	Meeting Chair (Espresso).....	193.60	212.95	271.05	_____
_____	810836	Meeting Chair (Taupe).....	253.70	279.05	355.20	_____
_____	8101	T-vac Chair - Translucent/Chrome	278.15	305.95	389.40	_____
_____	810875	Swanson Chair - White Vinyl.....	213.35	234.70	298.70	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	186.90	205.60	261.65	_____
_____	810838	Fusion Chair Black/White.....	133.50	146.85	186.90	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	111.30	122.45	155.80	_____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	269.25	296.20	376.95	_____
_____	810837	Razor Armless Chair.....	51.20	56.30	71.70	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	166.90	183.60	233.65	_____
_____	81017	Panton Chair - White Plastic.....	171.35	188.50	239.90	_____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	166.90	183.60	233.65	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	390.15	429.15	546.20	_____
_____	810847	Wendy Chair - Clear Acrylic.....	109.50	120.45	153.30	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	97.90	107.70	137.05	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	97.90	107.70	137.05	_____

Conference Chairs

_____	810807	Luxor Executive Chair - Black Leather.....	373.85	411.25	523.40	_____
_____	810874	Labrea Chair - Charcoal Gray Fabric.....	283.75	312.15	397.25	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	137.95	151.75	193.15	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	282.60	310.85	395.65	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	393.85	433.25	551.40	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	311.55	342.70	436.15	_____
_____	810844	Pro Executive Chair - White Vinyl.....	253.65	279.00	355.10	_____

Bars & Bar Stools

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,139.35	1,253.30	1,595.10	_____
_____	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	149.10	164.00	208.75	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	149.10	164.00	208.75	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	149.10	164.00	208.75	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	149.10	164.00	208.75	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	302.65	332.90	423.70	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	169.10	186.00	236.75	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	169.10	186.00	236.75	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	200.25	220.30	280.35	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	149.10	164.00	208.75	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	233.65	257.00	327.10	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	211.40	232.55	295.95	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	211.40	232.55	295.95	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	275.95	303.55	386.35	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	275.95	303.55	386.35	_____
_____	810842	Lift Barstool - Gray Vinyl/Chrome.....	137.95	151.75	193.15	_____

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

Occasional End & Cocktail Tables

_____	820846	Mosaic Table (set of 3) - Metal/Wood.....	184.30	202.75	258.00	_____
_____	820844	Aura Round Table - White Metal.....	118.60	130.45	166.05	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	158.00	173.80	221.20	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	182.45	200.70	255.45	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	227.00	249.70	317.80	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	240.35	264.40	336.50	_____
_____	82025	Geo End Table - Glass/Black Steel.....	204.70	225.15	286.60	_____
_____	82035	Geo End Table - Glass/Chrome.....	175.80	193.40	246.10	_____
_____	82024	Geo Table - Glass/Black Steel.....	227.00	249.70	317.80	_____
_____	82034	Geo Table - Glass/Chrome	195.80	215.40	274.10	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	262.60	288.85	367.65	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	278.15	305.95	389.40	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	211.40	232.55	295.95	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	211.40	232.55	295.95	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	255.90	281.50	358.25	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	255.90	281.50	358.25	_____

Conference Tables

_____	82060	Nova White Oval Table - White Laminate/Chrome....	518.50	570.35	725.90	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	269.25	296.20	376.95	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	333.80	367.20	467.30	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	347.15	381.85	486.00	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	456.20	501.80	638.70	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	638.65	702.50	894.10	_____
_____	82067	Communal Table 30"H Maple.....	456.20	501.80	638.70	_____
_____	82068	Communal Table 42"H Maple.....	638.65	702.50	894.10	_____
_____	82063	Communal Table 30"H White.....	456.20	501.80	638.70	_____
_____	82066	Communal Table 42"H White.....	638.65	702.50	894.10	_____
_____	820708	42" Round White Conference Table-White Laminate	353.70	389.05	495.20	_____

Computer Desk/Tables

_____	820706	Work Desk - White Powder Coat.....	304.75	335.25	426.65	_____
_____	820707	Merlin Table - Gray Laminate.....	317.00	348.70	443.80	_____

RUSTIQUE COLLECTION

_____	820845	Rustique E Table.....	155.10	170.60	217.15	_____
_____	810841	Rustique Chair with Arms.....	111.30	122.45	155.80	_____
_____	810839	Rustique Barstool.....	111.30	122.45	155.80	_____
_____	820843	Rustique Timber Table.....	133.20	146.50	186.50	_____

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PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Display						
_____	850604	Etagere - Black.....	280.40	308.45	392.55	_____
_____	850605	Etagere -Pewter.....	280.40	308.45	392.55	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	416.10	457.70	582.55	_____
Refrigerator						
_____	8503001	Refrigerator - White.....	700.95	771.05	981.35	_____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	142.40	156.65	199.35	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	209.15	230.05	292.80	_____
Tablet Stand						
_____	850714	Mobile Tablet Stand - White.....	271.50	298.65	380.10	_____
_____	850715	Mobile Tablet Stand - Black.....	271.50	298.65	380.10	_____
Tablet Stand Accessories						
_____	850711	Brochure Holder - Black.....	26.70	29.35	37.40	_____
_____	850712	Wireless Printer Holder - Black.....	26.70	29.35	37.40	_____
_____	850713	Charging Shelf - Black.....	26.70	29.35	37.40	_____

TOTAL COST		
_____	+	_____ = _____
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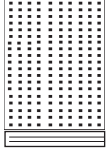
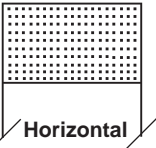
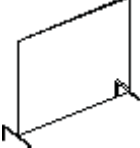
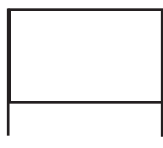


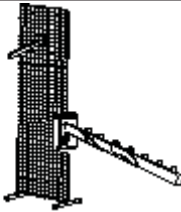
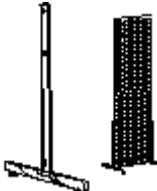

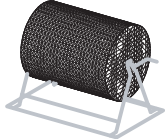
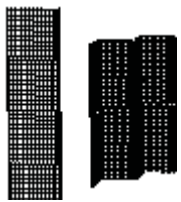

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 Vertical PERFBOARD - SINGLE SIDED	 Horizontal PERFBOARD - SINGLE SIDED	 CHROME GARMENT RACK	 BULLETIN BOARD
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERFBOARD HOOKS AND ACCESSORIES	 TICKET TUMBLER	 2' x 8' GRID PANELS	 4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

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
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PERFBOARD / BULLETIN BOARDS

_____	10201180	1M x 8'H Single Side-Vert....	\$234.70	258.15	328.60	_____
_____	10201182	1/2M x 8'H Single Side-Vert...	\$140.20	154.20	196.30	_____
_____	10201482	4' x 8' Double Sided-Horz...	\$234.70	258.15	328.60	_____
_____	10201484	Bulletin Board.....	\$234.70	258.15	328.60	_____
_____	10202	Loop Hook per dozen.....	\$8.90	9.80	12.45	_____
_____	10203	Single Hook per dozen.....	\$19.25	21.20	26.95	_____
_____	10204	Double Hook per dozen.....	\$8.90	9.80	12.45	_____

GRIDS

_____	103028	Chrome Grid.....	\$114.15	125.55	159.80	_____
_____	103010	Black Grid.....	\$114.15	125.55	159.80	_____
_____	103029	Grid Legs - Chrome.....	\$39.45	43.40	55.25	_____
_____	103029	Grid Legs - Black.....	\$39.45	43.40	55.25	_____
_____	103030	Grid Connectors.....	\$12.80	14.10	17.90	_____

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
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GRIDS (continued)

_____	10307	7-Ball Waterfall.....	\$18.65	20.50	26.10	_____
_____	10403	2-way Straight Arm.....	\$146.00	160.60	204.40	_____
_____	10402	2-way Slant Arm.....	\$146.00	160.60	204.40	_____
_____	10404	4-way Slant Arm.....	\$187.80	206.60	262.90	_____

ACCESSORIES

_____	10405	Garment Rack.....	\$71.25	78.40	99.75	_____
_____	15905	Fish Bowl.....	\$37.40	41.15	52.35	_____
_____	6605	40 Gallon Trash Receptacle	\$142.30	156.55	199.20	_____
_____	159011	Ticket Tumbler - Small.....	\$106.70	117.35	149.40	_____
_____	159020	Ballot Box 12"x12" square....	\$82.10	90.30	114.95	_____
_____	159021	Ballot Box 18"x18" square...	\$106.20	116.80	148.70	_____
_____	15104	Pad Lock.....	\$54.15	59.55	75.80	_____

TOTAL COST

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carpet

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

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

prestige CARPET

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

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

custom options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

Actual color(s) may vary slightly.

classic CARPET

custom cut

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

standard cut

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



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual color(s) may vary slightly.

questions?

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

FREEMAN

2200 Consulate Dr
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
freemanorlando@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 21, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.05	\$ 4.45	\$ 5.65	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.60	\$ 3.95	\$ 5.05	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.50	\$ 3.85	\$ 4.90	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.15	\$ 3.45	\$ 4.40	_____

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

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

CHOOSE YOUR CARPET COLOR:

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

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

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

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

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

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 200.20	\$ 220.20	\$ 280.30	_____
_____	9' x 20' Classic Carpet	\$ 400.40	\$ 440.45	\$ 560.55	_____
_____	9' x 30' Classic Carpet	\$ 600.60	\$ 660.65	\$ 840.85	_____
_____	9' x 40' Classic Carpet	\$ 800.80	\$ 880.90	\$ 1,121.10	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding	\$ 94.50	\$ 103.95	\$ 132.30	_____
_____	9' x 20' Carpet Padding	\$ 189.00	\$ 207.90	\$ 264.60	_____
_____	9' x 30' Carpet Padding	\$ 283.50	\$ 311.85	\$ 396.90	_____
_____	9' x 40' Carpet Padding	\$ 378.00	\$ 415.80	\$ 529.20	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.05	\$ 1.15	\$ 1.45	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$.95	\$ 1.05	\$ 1.35	_____
_____	Plastic Covering (price per sq. ft.).....	\$.55	\$.60	\$.75	_____

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

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

TOTAL COST			
Sub- Total	+	7% Tax	= Total Cost

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before OCTOBER 21, 2015

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 Orlando, FL 32837
 (407) 816-7900 Fax: (469) 621-5605
 freemanorlandoes@freemanco.com

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NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time61	.85	_____
_____	610200	Booth Vacuuming - 2 Days90	1.25	_____
_____	610300	Booth Vacuuming - 3 Days	1.35	1.90	_____
_____	610400	Booth Vacuuming - 4 Days	1.80	2.50	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time99	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	139.35	195.10	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	151.75	212.45	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	199.90	279.85	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		7 %Tax		Total Cost

FREEMAN cleaning



RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

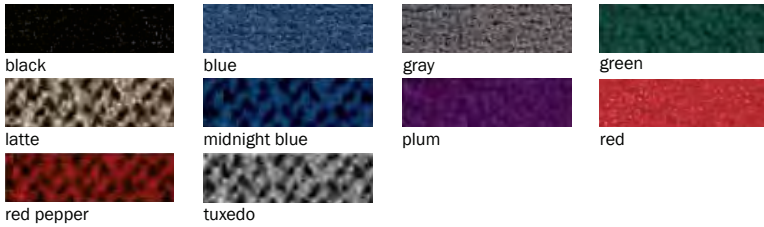


Package 6 upgraded with graphics and cabinet

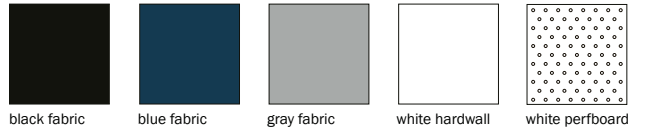
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

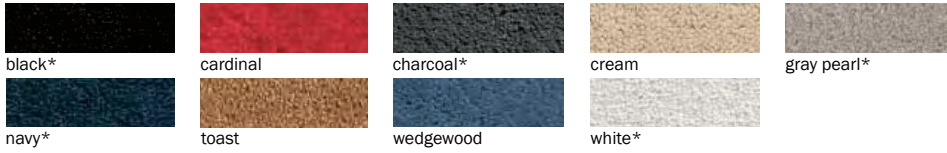
Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Color Options - Prestige Carpet



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

Questions?

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

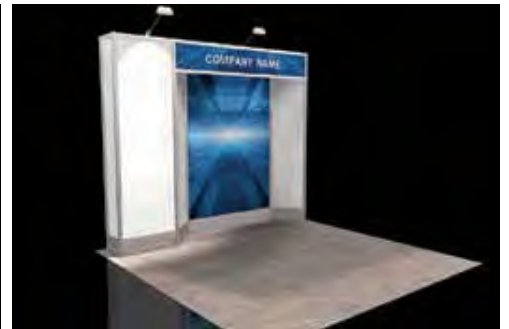
Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

F R E E M A N

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FreemanOrlandoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 21, 2015

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

NAME OF SHOW: Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For assistance, please call 407-816-7900 to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	4,251.60	5,952.25	<input type="checkbox"/> 10' x 20'	8,364.40	11,710.15	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,895.20	4,053.30	<input type="checkbox"/> 10' x 20'	5,561.60	7,912.25	_____
Package 3	<input type="checkbox"/> 10' x 10'	4,341.45	6,078.05	<input type="checkbox"/> 10' x 20'	8,544.00	11,961.60	_____
Package 4	<input type="checkbox"/> 10' x 10'	5,371.25	7,519.75	<input type="checkbox"/> 10' x 20'	10,603.70	14,845.20	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,895.25	4,053.35	<input type="checkbox"/> 10' x 20'	5,663.10	7,928.35	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,021.95	4,230.75	<input type="checkbox"/> 10' x 20'	5,962.15	8,347.00	_____

- 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 Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

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

LIGHTING

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

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

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

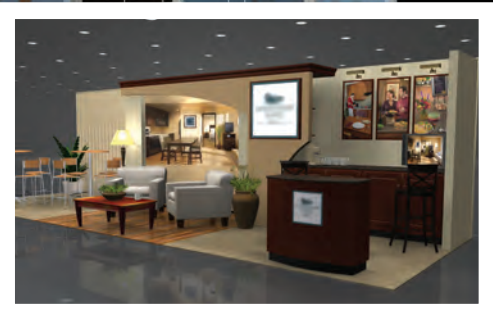
ENHANCE YOUR EXHIBIT

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

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

TOTAL COST

Sub-Total _____ + Tax (7.0%) _____ = TOTAL _____



Custom Exhibit Services

Make a lasting impression with turnkey solutions that provide convenience and affordability.

- Cost-effective, innovative, turnkey exhibit solutions
- Rental or purchase
- Award winning exhibit design
- Complete installation and dismantle services included
- Single point of contact from beginning to end

The right exhibit design can invite interaction & engagement.

For further information, please contact:

_____ at _____ or email _____

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

F R E E M A N

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Orlando, FL 32837
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freemanorlando@freemanco.com

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DEADLINE DATE
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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

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


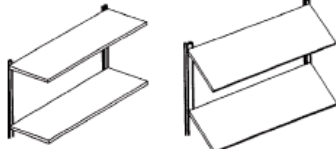
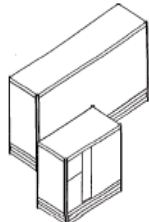
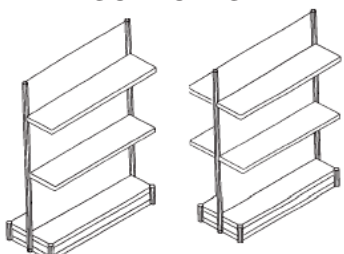


CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	115.30	161.40	_____
___	172514	4' Tracklight (3 lights)	400.75	561.05	_____
___	17252	Halogen Light	127.80	178.90	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	447.60	626.65	_____
___	17306	1M x ½M x 42" High.....	482.65	675.70	_____
___	17308	2M x ½M x 36" High.....	679.80	951.70	_____
___	17309	2M x ½M x 42" High.....	715.35	1,001.50	_____
___	173010	1M Radius x ½M x 36" High.	N/A	N/A	_____
___	173011	1M Radius x ½M x 42" High..	N/A	N/A	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	17.45	24.45	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	421.50	590.10	_____
___	174542	Double Sided 1M x 4' High..	560.65	784.90	_____
___	174581	Single Sided 1M x 8' High...	629.80	881.70	_____
___	174582	Double Sided 1M x 8' High..	841.55	1,178.15	_____

SHELVES					
___	17201	1M Straight (37" x 12")	104.80	146.70	_____
___	17206	1M Angled (37" x 12")	118.00	165.20	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	38.35	53.70	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		7% Tax		Total Cost	

Don't see what you need?
Please call an Exhibitor Sales Specialist at (407) 816-7900.

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



digital graphics



creating visual excitement

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

state-of-the-art capabilities

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

superior quality control

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

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 20.95 per sq. ft. discount price
x or = \$ _____
\$ 31.45 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 60.00	90.00 =	_____
7" x 22"	@ 61.55	92.35 =	_____
7" x 44"	@ 66.25	99.40 =	_____
9" x 44"	@ 73.95	110.95 =	_____
11" x 14"	@ 78.55	117.85 =	_____
14" x 22"	@ 86.35	129.55 =	_____
14" x 44"	@ 112.30	168.45 =	_____
22" x 28"	@ 122.45	183.70 =	_____
28" x 44"	@ 173.45	260.20 =	_____
20" x 60"	@ 248.10	372.15 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Background Color: _____

Lettering Color: _____

TOTAL COST		
Sub-Total	+	7 % Tax = Total Cost

FREEMAN graphics

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 (407) 816-7900 for assistance.



installation & dismantle

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

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

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

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

Union Jurisdictions for Miami, Florida

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

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

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

F R E E M A N

2200 Consulate Drive
Orlando, FL 32837-8364
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@Freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 21, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 106.75	\$149.50
Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 213.50	\$299.00

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

INSTALLATION LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax (7.0%)						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax (7.0%)						= \$ _____
Total Installation						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

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

FREIGHT CHARGES

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

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

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

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

FREEMAN installation & dismantle

F R E E M A N

2200 Consulate Drive
Orlando, FL 32837-8364
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 21, 2015**

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

FREEMAN forklift / rigging labor

NAME OF SHOW: **Assn for Public Policy Analysis & Mgmt - Research Conf / November 11 - 14, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$219.00	\$306.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$326.75	\$457.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$292.50	\$409.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$400.25	\$560.35
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$322.00	\$457.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$429.75	\$601.75
304040	Forklift w/operator - 4-Stage - ST.....	\$232.75	\$326.00
304041	Forklift w/operator - 4-Stage - OT.....	\$340.50	\$476.75
RIGGING LABOR			
5020200	Rigger - ST.....	\$107.75	\$151.00
5020201	Rigger - OT.....	\$215.50	\$301.75
3020100	Rigger Foreman - ST.....	\$140.25	\$196.50
3020101	Rigger Foreman - OT.....	\$280.50	\$392.75

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(7.0%)	
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(7.0%)	
_____							Total	



Capital Audio Visuals, Inc.
 71 Commerce Parkway, Fredericksburg, VA 22406
 V 540-374-2011 F 540-374-2063 scox@capitalav.com

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ASSN FOR PUBLIC POLICY ANALYSIS & MANGEMENT
APPAM Fall Research Conference
 Nov. 12-14, 2015 Hyatt Regency Miami, FL
AUDIO VISUAL/COMPUTER ORDER FORM

THE LIST BELOW CONTAINS ONLY OUR MOST FREQUENTLY USED ITEMS. PLEASE CALL FOR PRICING AND AVAILABILITY OF ADDITIONAL EQUIPMENT.

ORDERING: To order audio-visual and computer equipment for your booth, please fill out this form, make a copy for your records and fax or mail order form with your payment to the address above at least one week prior to the installation date or a late charge will apply.
PRICES: All prices shown are show rates plus a one-time labor charge for delivery, installation and pick-up. Extensive setups will be charged additional labor. At least 48-hour notice prior to installation is required for all cancellations or a 50% cancellation fee of the total show rental will be charged.
PAYMENT: Payment must be made in advance and received at least one week prior to installation. Please make checks payable to Capital Audio Visuals, Inc. or charge to your VISA, MasterCard or American Express.
INSTALLATION: Your on-site representative must be on hand to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

COMPANY INFORMATION		
Company Name		
Address		
City	State	Zip
Ordered By	Phone	
E-mail		
Fax		

SHOW INFORMATION	
Room / Hall	Booth #
Nov. 11	
Install Date	Time
Nov 14	
Strike Date	Time

PAYMENT INFORMATION	
<input type="checkbox"/> Check in US Dollars	<input type="checkbox"/> AMEX
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
Cardholder Name (Please print clearly)	
Card Number	
Expiration Date	Zip from card billing address
Cardholder Signature	

RENTAL EQUIPMENT	Price	Quantity	Total
VIDEO PLAYERS			
DVD Player	\$127.50	x _____	= _____
VIDEO/COMPUTER MONITORS			
19" LCD Flat Panel	\$247.50	x _____	= _____
20" LCD Flat Panel	\$300.00	x _____	= _____
32" HD-LCD Computer/Video	\$675.00	x _____	= _____
42" HD-LCD Computer/Video	\$1,125.00	x _____	= _____
AUDIO EQUIPMENT			
Wired Lavalier Microphone	\$75.00	x _____	= _____
Wireless Microphone (Handheld or Lav)	\$300.00	x _____	= _____
Sound System	\$337.50	x _____	= _____
COMPUTERS			
Laptop	\$300.00	x _____	= _____
Desktop*	\$225.00	x _____	= _____
Powered Computer Speakers	\$90.00	x _____	= _____
PROJECTION EQUIPMENT			
6' Tripod Screen	\$67.50	x _____	= _____
8' Tripod Screen	\$135.00	x _____	= _____
MISCELLANEOUS			
54" Video Cart w/Drape	\$68.00	x _____	= _____
Chrome Pole Stand (Large monitors)	\$337.50	x _____	= _____
SHOW RENTAL			_____
FL & Dade County Sales Tax 7%			_____
SUBTOTAL			_____
DELIVER, INSTALL, PICKUP			\$75.00
TOTAL AMOUNT DUE			_____

*Desktops include a 19" LCD Monitor

The undersigned agrees to assume responsibility for the return of or replacement cost for any lost, stolen or damaged equipment:

Signature

Date

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 10/22/15



The Power People

ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	APPAM Fall Research Conference 2015		
FACILITY:	Hyatt Regency Miami		
DATES:	November 12-14, 2015	EVENT #:	115080MI

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:				CITY:				ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
7% SALES TAX. SALES TAX IS DUE UNLESS FL DR-13 OR DR-14 EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 10/22/15

E M



ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	APPAM Fall Research Conference 2015		
FACILITY:	Hyatt Regency Miami		
DATES:	November 12-14, 2015	EVENT #:	115080MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

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

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314MI

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	78.00	117.00	_____
1000 WATTS (10 AMPS)	_____	_____	108.00	162.00	_____
1500 WATTS (15 AMPS)	_____	_____	127.00	191.00	_____
2000 WATTS (20 AMPS)	_____	_____	146.00	219.00	_____
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT	_____	231.00	347.00	_____
ARM LIGHT (Only mounts to hard wall structures)	_____	95.00	143.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	77.00	116.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	154.00	230.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	23.00	_____
POWER STRIP	_____	23.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	80.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	160.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	00.00	_____

PLACE TOTAL HERE

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

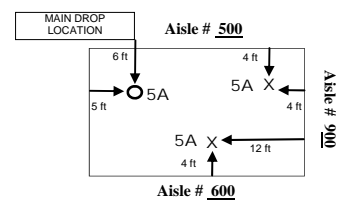
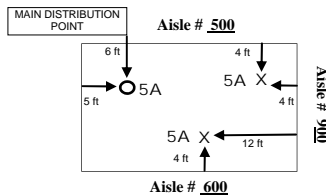
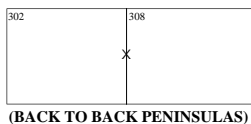
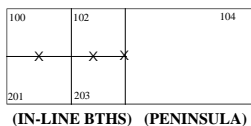
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. 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. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



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

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 10/22/15



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	APPAM Fall Research Conference 2015		
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DATES:	November 12-14, 2015	EVENT #:	115080MI

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

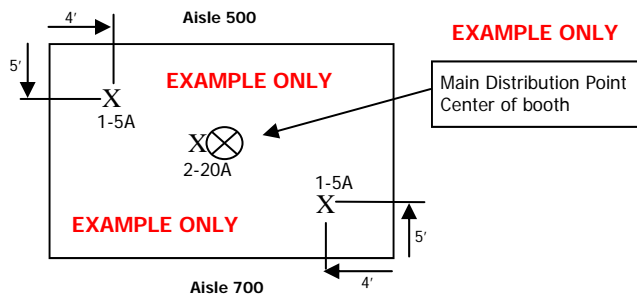
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| <ol style="list-style-type: none"> Electrical distribution under carpet Connection of all 208V or higher services Hardwiring of any electrical apparatus Overhead power distribution | <ol style="list-style-type: none"> Wiring of overhead signs Installation of lighting requiring tools for installation |
|--|---|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM



COMPANY:		BTH #	
EVENT:	APPAM Fall Research Conference 2015		
FACILITY:	Hyatt Regency Miami		
DATES:	November 12-14, 2015	EVENT #:	115080MI

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight Time 80.00 per hour
 Monday-Friday 8:00am - 4:30pm, Excluding Holidays
 Over Time 160.00 per hour
 Monday-Friday 4:30pm - 8:00 am; Saturday, Sunday & Holidays

LIFT RATES

Lift \$210.00 per hour

Lift charges apply for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example:

Day	<u>Monday</u>	Date	<u>1/5</u>	# Men	<u>4</u>	Time	<u>8:00 am</u>	Work required	<u>Assemble & hang truss/lights</u>
Day	<u>Tuesday</u>	Date	<u>1/6</u>	# Men	<u>1</u>	Time	<u>12:30pm</u>	Work required	<u>Wire electric sign</u>

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.



James L Knight Center Exhibitor Internet Order Form



Email completed form to javan.smith@swisscom.com

** Please note, this property features a wireless network and wireless internet may be purchased onsite via the online web interface at the rate of \$50 per connection per day. You have prioritized access by ordering early **

Company Name:		Event Name:	
Street Address:			Booth Number (s):
City:	State/Province:		Event Dates:
Zip/Postal:	Country:		Setup Date:
Ordering Contact Name:			Setup Time:
Ordering Contact Email:			Teardown Date:
Ordering Contact Phone:			Teardown Time:
Onsite Contact Name:			Install Notes/Special Instructions:
Onsite Contact Cell Phone:			
Onsite Contact Email:			

<u>Internet Services</u>			
High Speed Internet Access – Flat Fee (per booth)	Advance Rate (must be ordered at least 30 days before the event)	Standard Rate	Total
One Wired Internet Connection	\$500	\$900	
One Wireless Internet Connection	\$250	\$350	

<u>Additional Connections and Services</u>					
	Qty	X	Advance Rate	Standard Rate	Total
Additional Wired Connection(s) - each		X	\$100	\$150	
Additional Wireless Connection(s) - each		X	\$50	\$75	
Public Static IP Address(s) - each		X	\$25	\$50	

Orders that are received 30 days prior to setup date qualify for the Advance Rate.

Additional connections are charged as a one time fee and the client is responsible to pay for each device connected to the network.

The network cables and equipment installed within the exhibitor booth are the responsibility of the client. Fees may be assessed for lost, damaged or missing cables and or equipment.

Onsite orders may be subject to a service expedite fee of \$180.00.

<u>Sub Total</u>	
<u>+22% SC</u>	
<u>Grand Total</u>	

Authorized Signature: _____ Date: _____

Javan Smith

Phone: 770-355-5587

Fax: 775-363-4398

javan.smith@swisscom.com



James L Knight Center Exhibitor Internet Order Form



Payment Authorization

Total Charge		
Credit Card Type: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		
Account #:	Exp:	CVV:
Billing Street Address:	City:	
State/Province:	Zip/Postal Code:	Country:
Name on Credit Card:	Billing Phone Number:	
Authorized Signature: _____ Date: _____		

Please submit the completed and signed form to Javan Smith via email to Javan.Smith@swisscom.com

Instructions and Additional Information

For best results, fill out the form completely by providing onsite contact information and as much information as possible. Please including drop locations in the notes section for wired connections.

Credit card charges are processed by the property and/ or Swisscom they will appear on your monthly statement in the property's name or as Hospitality Services. For technical support, please contact the account manager listed on this form or the 24hr help desk at 888-703-2673.

Additional services not covered on this form are available such as; VLAN(s), video conferencing, Wi-Fi Hotspots, Webcasting, custom splash pages and many more. Please contact the account manager listed at the bottom of the page for more information.

Swisscom prohibits the use of client provided wired or wireless hubs, switches and routers to share internet access. Additional fees may be assessed for each unauthorized device connected to the network.



James L Knight Center Exhibitor Internet Order Form



Terms and Conditions

1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement. Swisscom's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party's officers, directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. **Force Majeure.** Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopy transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venture or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.



Name of Show:	
Show Location (address):	
Date of Show:	
Set-up Time:	Booth #

FLORAL & BOOTH DECORATIONS – ORDER FORM



Plant Rentals:

5'-6' Green Plants in Baskets: \$80.00 Each for show
 \$80.00 Each X _____ No. Plants = Total \$ _____

3'-4' Green Plants in Baskets - \$60.00 Each for show
 \$60.00 Each X _____ No. Plants = Total \$ _____



Seasonal Blooming Plant Rentals: \$40.00 Each

\$40.00 Each X _____ No. Plants = Total \$ _____



Beautiful Flower Arrangements: *FOR PURCHASE ONLY*

Small Arrangements - \$60.00 Each X _____ No. = Total \$ _____

Medium Arrangements - \$80.00 Each X _____ No. = Total \$ _____

Large Arrangements - \$100.00 Each X _____ No. = Total \$ _____



Boston Fern Plant Rentals: \$40.00 Each

\$40.00 Each X _____ No. Plants = Total \$ _____

Please complete all information & Fax to: **954-677-0783**
 or Mail form to: **Buning The Florist, 4115 Arajo Court, Orlando, FL 32812**

(For questions, call Buning The Florist at 800-940-1778 or 954-731-1776)

Total Plants/Flowers	\$
Set Up/Pick Up Charge	\$25.00
Add 6% Tax	\$
Order Total	\$

(Please Print)

Company Name: _____ **Phone:** () _____

Contact: _____ **Email Address** _____

Address: _____

City/State/Zip: _____

Bill to credit card (complete below) Check is enclosed (check must be drawn on US Bank)

Type Card _____ **Card No.** _____ **Exp. Date** _____

Name on Card _____ **Signature** _____



Print Form

Ordered by	<input type="text"/>	Send photos/invoice to (name)	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
City, ST, ZIP	<input type="text"/>	City, ST, ZIP	<input type="text"/>
Phone	<input type="text"/>	Show Name	<input type="text"/>
Email	<input type="text"/>	Show Date(s)/Time(s)	<input type="text"/>

Show Site/Facility/Specific Location Booth #
 Decorating Co. Exhibiting Co. Contact (show floor)

of views empty booth # of views booth w/ crowd # of views booth & staff

- \$125 per view (includes printing and shipping of (1) 8x10 within USA)
- \$30 per additional 8x10 reprint (includes shipping within USA)
- \$170 Digital file on CD (no print, per view - includes shipping within USA)
- \$195 Digital file on CD w/ (1) 8x10 print (per view - includes shipping within USA)
- In-booth photo giveaway w/logo (please see page 2)




(Finished product mailed (USPS) in 10-14 business days)

Special Instructions:

Corporate Headquarters
2430 Sandlake Rd.
Orlando, FL 32809
photos@christiesphotographic.com
www.christiesphotographic.com
fax. 407.852.0063

Green Screen/Event Photography (documentation, awards) available. Call for pricing and availability

Orlando 407.345.1100 Las Vegas 702.638.2711 Miami 305.266.1100
Tampa 813.229.1101 Washington DC 202.393.1699

<input type="checkbox"/>	  	cc # <input type="text"/>	exp. <input type="text"/>	AVS/security code <input type="text"/>
<input type="checkbox"/>	check # <input type="text"/>	Name on card <input type="text"/>	total <input type="text"/>	





iLite-

The revolutionary new iLiteCamera is a tablet based camera system designed to be great photo entertainment for your attendees. Your photographers professionally interact with your guests to capture a photo which is immediately emailed.

Additionally you have the option of printing the branded photographs on site so your attendees have a takeaway as well. The 5x7 photographs are delivered in a decorative and protective folder. All your photos can also be instantly sent to a single company Facebook page driving traffic as well as having the electronic photo for all social networking. Branding is one of the most important features as all photos, electronic and print, will have a custom branded border to carry the message. Cutting edge interactive photo entertainment which fuels your online presence!



PhotoShare Kiosk-

The fresh new PhotoShare Kiosk system is a phenomenal way to instantly share photos via a 24" table top touch screen. The Photo Share can be set up independently at your registration, in your cyber café's or anywhere there is attendee traffic.

Through our cutting edge PhotoShare Kiosk, attendees can view and share all of the conference photos making it personal, as well as feeding your online marketing presence.

Another very popular use is pairing it with a photo or green screen station allowing the guest the option of a 5x7 print or electronic image sharing or both!! It can email, post to Facebook, Twitter, Pinterest and more.

Branding is one of the most important features as all photos can have a custom branded border to carry the message; this is available at no additional charge. We also will put a surround around the screen with your branded graphics of course. This is an engaging, interactive marketing tool which fuels your online presence!



Greenscreen-

Help your clients and guests remember exactly who you are and where they were! Few giveaways can evoke the senses like a photograph that stirs an emotion in their memory!

Having your brand and message on their wall or credenza brings to life an invaluable sense of loyalty creating true residual value!

Do you have a special idea or message to convey? Let our talented graphics team create a custom border and/or background to ensure the delivery of your message.

All of the 5x7 photos are delivered in a decorative and protective photo folder. Your guests' walk away with a memory of how you made them feel!

