SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’X10’ booth will be set with 8’ high gray and black back drape, 3’ high gray side dividers and a 7”X44” one-line identification sign. The booth package will consist of one 6’ black draped table, two side chairs and a wastebasket.

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 15, 2014.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>12:00 PM - 5:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 AM - 10:00 AM</td>
</tr>
</tbody>
</table>

All exhibitors will be required to be moved in, all refuse and shipping materials removed from the booth and setup must be completed by 10:00 AM on Thursday, November 6, 2014.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>2:30 PM - 6:00 PM</td>
</tr>
</tbody>
</table>

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 08, 2014 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 08, 2014 at 5:00 PM.

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

FREEMAN
4493 Florence St
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614
FreemanDenverES@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 15, 2014. 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
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
APPAM FALL RESEARCH CONFERENCE
C/O FREEMAN
UPS FREIGHT, 3700 HAWKINS NE
ALBAQUERQUE, NM 87109

Freeman will accept crated, boxed or skidded materials beginning Friday, October 03, 2014, at the above address. Material arriving after October 29, 2014 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 # __________
APPAM FALL RESEARCH CONFERENCE
C/O FREEMAN
ALBUQUERQUE CONVENTION CENTER
401 2nd ST. NW
ALBUQUERQUE, NM 87102

Freeman will receive shipments at the exhibit facility beginning Wednesday, November 05, 2014. 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 (303) 320-5100.

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 (303) 320-5100 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 15, 2014.

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 (303) 320-5100 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.
Method of payment

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/?321944
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

EXHIBITOR NAME:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

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

- [ ] ALL FREEMAN SERVICES
- [ ] I&D LABOR/SUPERVISION
- [ ] MATERIAL HANDLING/IN & OUT
- [ ] FREEMAN EXHIBIT TRANSPORTATION
- [ ] RENTAL FURNITURE/CARPET/SIGNS
- [ ] BOOTH CLEANING
- [ ] OTHER ____________________________

FOR ACCURACY PURPOSES, COPIES OF ALL INVOICES WILL BE SENT TO THE EXHIBITOR OF RECORD AT THE CONCLUSION OF THE SHOW.

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:

02/12  (321944)
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<th>Description</th>
<th>Online Special Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
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<td>Draped Tables - Tables are 24’ wide</td>
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<td>30’ EXPO TABLES - DRAPED</td>
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<td></td>
<td></td>
<td>124430 4’ Draped Table/30’H</td>
<td>129.55</td>
<td>142.50</td>
<td>181.35</td>
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<tr>
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<td></td>
<td>124630 6’ Draped Table/30’H</td>
<td>155.25</td>
<td>170.80</td>
<td>217.35</td>
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<tr>
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<td>124830 8’ Draped Table/30’H</td>
<td>176.25</td>
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<td>246.75</td>
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<td>12404630 4th Side Drape/6’X30’H</td>
<td>43.60</td>
<td>47.95</td>
<td>61.05</td>
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<tr>
<td></td>
<td></td>
<td>12404830 4th Side Drape/8’X30’H</td>
<td>43.60</td>
<td>47.95</td>
<td>61.05</td>
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<tr>
<td></td>
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<td>40’ EXPO TABLES - UNDRAPED</td>
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<td></td>
<td></td>
<td>131430 4’ Undraped Table/30’H</td>
<td>50.50</td>
<td>55.55</td>
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<td>131630 6’ Undraped Table/30’H</td>
<td>58.50</td>
<td>64.35</td>
<td>81.90</td>
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<td>131830 8’ Undraped Table/30’H</td>
<td>65.65</td>
<td>72.20</td>
<td>91.90</td>
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<td>40’ EXPO TABLES - UNDRAPED</td>
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<td></td>
<td></td>
<td>195700 4’ Undraped Counter/40’H</td>
<td>80.80</td>
<td>88.90</td>
<td>113.10</td>
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<tr>
<td></td>
<td></td>
<td>195702 6’ Undraped Counter/40’H</td>
<td>89.90</td>
<td>98.90</td>
<td>125.85</td>
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<td>195704 8’ Undraped Counter/40’H</td>
<td>97.05</td>
<td>106.75</td>
<td>135.85</td>
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<td></td>
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<td>EXPO SPECIAL DRAPING</td>
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<td>Black</td>
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<td>White</td>
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<tr>
<td></td>
<td></td>
<td>686 Special Drape 3’H (per ft.)</td>
<td>16.60</td>
<td>18.25</td>
<td>23.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>688 Special Drape 8’H (per ft.)</td>
<td>20.70</td>
<td>22.75</td>
<td>29.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>LINEN FOR 40’ ROUND TABLE</td>
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<td></td>
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<td></td>
<td></td>
<td>Black</td>
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<tr>
<td></td>
<td></td>
<td>Gray</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>195213 Black - 40’ H Round Table</td>
<td>140.35</td>
<td>154.40</td>
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<tr>
<td></td>
<td></td>
<td>195214 Gray - 40’ H Round Table</td>
<td>140.35</td>
<td>154.40</td>
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<tr>
<td></td>
<td></td>
<td>195300 24’ Bistro Counter</td>
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</tr>
</tbody>
</table>

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.
For Assistance, please call (303) 320-5100 to speak with one of our experts.

- For FREE samples or a quote on orders over 1200 sq. ft., please call our Exhibitor Sales Department at 303-320-5100.
- No MATERIAL HANDLING charges apply. Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- Orders received after the deadline date 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.

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

- Our standard Carpeting is available in the following colors in the following standard sizes.

  **CHOOSE YOUR CARPET COLOR:**
  - □ Black  □ Burgundy  □ Gray  □ Blue  □ Red  □ Teal  □ Hunter Green  □ Plum

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Special</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>$158.05</td>
<td>$173.85</td>
<td>$221.25</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>$316.05</td>
<td>$347.65</td>
<td>$442.45</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>$473.50</td>
<td>$520.85</td>
<td>$662.90</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>$631.50</td>
<td>$694.65</td>
<td>$884.10</td>
<td>$_________</td>
</tr>
</tbody>
</table>

**Special Cut Standard Carpeting**

- □ Black  □ Burgundy  □ Gray  □ Blue  □ Red  □ Teal  □ Hunter Green  □ Plum

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Special</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full Coverage Carpet</td>
<td>$3.00</td>
<td>$3.30</td>
<td>$4.20</td>
<td>$_________</td>
</tr>
</tbody>
</table>

(100 sq. ft. minimum)

**UPGRADE CARPET-PLUSH 30 OZ - includes plastic covering, delivery, material handling, installation and removal**

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

  **CHOOSE YOUR CARPET COLOR:**
  - □ Lite Blue  □ Bright Blue  □ Navy  □ Gray  □ Silver Mist  □ Charcoal
  - □ Rose  □ Burgundy  □ Toast  □ Cream  □ Ivory  □ Cherry Red
  - □ Black  □ Reflex Blue  □ Pantone Green

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Special</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whole Floor</td>
<td>$3.80</td>
<td>$4.20</td>
<td>$5.30</td>
<td>$_________</td>
</tr>
</tbody>
</table>

(100 sq. ft. minimum)

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

- □ Carpet Padding - 1/2" (90 - 700 sq ft)  
  Online Special  | Discount  | Standard  | Total  |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
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<td>$1.40</td>
<td>$_________</td>
</tr>
<tr>
<td>$0.68</td>
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<td>$0.95</td>
<td>$_________</td>
</tr>
<tr>
<td>$0.47</td>
<td>$0.50</td>
<td>$0.65</td>
<td>$_________</td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + Tax (7.0%) = TOTAL

**All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

- 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)

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.47</td>
<td>.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.94</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.36</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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

### SHAMPOOING (per sq ft - 100 sq ft minimum)

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.78</td>
<td>1.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>1.57</td>
<td>2.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>2.25</td>
<td>3.15</td>
<td></td>
</tr>
</tbody>
</table>

### PORTER SERVICE (per day)

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>107.55</td>
<td>150.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>137.65</td>
<td>192.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>162.50</td>
<td>227.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**TOTAL COST**

\[
\text{Sub-Total} + 7\% \text{Tax} = \text{Total Cost}
\]
NAME OF SHOW: APPAM FALL RESEARCH CONFERENCE / NOVEMBER 6-8, 2014

COMPANY NAME:  BOOTH #:  BOOTH SIZE:  X

CONTACT NAME :  PHONE #:  

E-MAIL ADDRESS :

For Assistance, please call (303) 320-5100 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.**

- $ 18.40 per sq. ft. discount price
- $ 27.60 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 correct may incur additional labor charges. 
  (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

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

File Information: 

- Electronic File Name
- Application
- PMS Colors

Backing Material:

- [ ] Foamcore
- [ ] Masonite
- [ ] PVC
- [ ] Plexi
- [ ] Gatorfoam
- [ ] Eco-Board
- [ ] Ultra-Board
- [ ] 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**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>70.55</td>
<td>105.85</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>72.30</td>
<td>108.45</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>73.90</td>
<td>110.85</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td></td>
<td>78.60</td>
<td>117.90</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>82.15</td>
<td>123.25</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>89.05</td>
<td>133.60</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>105.90</td>
<td>158.85</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>111.40</td>
<td>167.10</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td></td>
<td>134.35</td>
<td>201.55</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>219.00</td>
<td>328.50</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

**INDICATE YOUR SIGN COPY HERE:**

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

- Vertical
- Horizontal
- Use Your Judgment For Sign Layout

- Background Color:

- Lettering Color:

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>7% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 (303) 320-5100 for assistance.
ALBUQUERQUE / SANTA FE LABOR CONDITIONS
CONVENTION, DISPLAY, TRADE SHOW

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK – INSTALLATION, DISMANTLING AND DECORATING:
Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decoration of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 423 under the guidelines established by the International Association of Expositions and Events.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:
All materials received, other than those in the exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:
Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded / unloaded within thirty minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.
NAME OF SHOW: ____________________________

PHONE #: ____________________________

APPAM FALL RESEARCH CONFERENCE / NOVEMBER 6-8, 2014

COMPANY NAME: ____________________________

CONTACT NAME: ____________________________

E-MAIL ADDRESS: ____________________________

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$ 97.00</td>
<td>$ 126.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 A.M. to 12:00 Midnight Saturday and Sunday</td>
<td>$ 145.50</td>
<td>$ 189.50</td>
</tr>
<tr>
<td>Double Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 Midnight to 7:00 A.M. and recognized holidays</td>
<td>$ 194.00</td>
<td>$ 252.50</td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

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

Emergency contact: ____________________________ Phone Number: ____________________________

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

Supervisor will be: ____________________________ Phone Number: ____________________________

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

Freeman Supervision (30%/$45.00) = $____________
Tax 7.0% = $____________ (N/A)
Total Installation = $____________

DISMANTLE LABOR

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

Emergency contact: ____________________________ Phone Number: ____________________________

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

Supervisor will be: ____________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
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<th>Approx. Hrs. per Person</th>
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</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________
Tax 7.0% = $____________ (N/A)
Total Dismantle = $____________
NAME OF SHOW: APPAM FALL RESEARCH CONFERENCE / NOVEMBER 6-8, 2014

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: ___________________________________________

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

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:

NAME OF SHOW: APPAM FALL RESEARCH CONFERENCE / NOVEMBER 6-8, 2014

COMPANY NAME: ________________________________

CONTACT NAME: ________________________________

E-MAIL ADDRESS: ________________________________

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

SHIPPING INFORMATION

Items to be shipped
Number of Pieces Est. Weight

Crates (wooden) ________
Cartons (cardboard) ________
Cases/Trunks (fiber) (color ________)
Skids/Pallets ________
Carpet (color ________)
Other (__________) ________

Total ________

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

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

OUTBOUND SHIPPING

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

Ship to address:
________________________________________________________
________________________________________________________
________________________________________________________

Number of Labels: __________________

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

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

SHOW # (321944)
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.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE NOVEMBER 05, 2014

TO: ____________________________
    EXHIBITOR NAME

C/O: FREEMAN
    ALBUQUERQUE CONVENTION CENTER
    401 2nd ST. NW
    ALBUQUERQUE, NM 87102

SHOW SITE

APPAM FALL RESEARCH CONFERENCE

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:
  - Crated: material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.
- Add overtime charges for outbound if material is loaded on 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. All materials will be picked up periodically and stored in non-accessible storage until pick-up.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

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

Do I need insurance?

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

FREEMAN
APPAM FALL RESEARCH CONFERENCE / NOVEMBER 6-8, 2014

NAME OF SHOW: ________________________________

COMPANY NAME:______________________________

CONTACT NAME: ________________________________

E-MAIL ADDRESS: ________________________________

For Assistance, please call 303/320-5100 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad bars or hooks.

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

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

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

(Additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express & DHL are included in this category due to their delivery procedures.

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb Minum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 82.25</td>
<td>164.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$106.90</td>
<td>213.80</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 77.50</td>
<td>155.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$100.75</td>
<td>201.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$116.25</td>
<td>232.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$ 35.50</td>
<td></td>
</tr>
</tbody>
</table>

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

Cart Service - Intended for *"privately owned vehicles**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Trip</td>
<td>$ 145.30</td>
</tr>
</tbody>
</table>

*A “privately owned vehicle” is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td></td>
<td></td>
<td>7.0% Tax</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Tips to Save on Material Handling

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

- 3 Separate Shipments
  - 60 lbs. charged @ 200 lbs. $ 164.50
  - 52 lbs. charged @ 200 lbs. $ 164.50
  - 65 lbs. charged @ 200 lbs. $ 164.50
  - 3 pieces (1 shipment)

- 1 Consolidated Shipment
  - 177 lbs. charged @ 200 lbs. $ 164.50

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

05/08 321944
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

SHIPPING INFORMATION

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

<table>
<thead>
<tr>
<th>SHIP TO: COMPANY NAME:</th>
<th>DELIVERY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CITY: ___________</td>
</tr>
<tr>
<td></td>
<td>STATE/PROVINCE:</td>
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<tr>
<td></td>
<td>ZIP/POSTAL CODE:</td>
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<table>
<thead>
<tr>
<th>PHONE#: ___________</th>
<th>ATTN: ___________</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE#: ___________</td>
<td>SPECIAL INSTRUCTIONS:</td>
</tr>
</tbody>
</table>

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 #: ____________________________

DESIRE NUMBER OF LABELS: ____________

05/10 (321944)
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

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

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or unassembled materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, or any items packed in 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 fork lift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk.

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from Freeman means. Freeman will not be responsible 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.

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

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to the Exhibitor’s selected carrier. Freeman assumes no responsibility 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, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of materials.

8. 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 fifteen (15) days from the conclusion of the show or the end of the exposition. (For purposes of claim reporting, the “conclusion” of the show shall be construed as the time when Exhibitor’s materials are delivered to the carrier for transportation to the Freeman means.) Claim forms reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than two (2) years after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any part thereof, for Freeman’s services until after arbitration of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on its merits.

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

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO YOU OR TO ANY THIRD PARTY FOR ANY LOSS OR DAMAGE, WHETHER DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR TO 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/OR NEGLIGENCE. IF FREEMAN HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS 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 ANY CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, agents from and against any and all 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 exposition. Freeman’s obligations under this agreement are confined to its services and nothing shall be construed to constitute notice of liability 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.

12. LIEN. Exhibitor grants Freeman a security interest in and lien on all of Exhibitor’s goods (including without limitation all equipment) 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 of Exhibitor’s indebtedness for money paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman or to the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, 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 sale of Collateral shall be made. Freeman’s lien 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 disclaimer 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 AND ARE PROFESSIONALLY TRAINED IN THE USAGE AND USE OF THE EQUIPMENT INVOLVED IN THIS ACTIVITY. YOU KNOW THAT EACH OF YOU ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS THE EMPLOYER, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNED AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Freeman REV 6.11
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

PLEASE REFER TO FREEMAN’S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including all agents of Freeman. “Shipper” means the owner or consignor for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including all agents of Shipper. “Freeman” also means its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including all agents of Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman, as agreed herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that these representations regarding terms and conditions, as well as the provisions of this Contract, shall constitute and complete the entire agreement between the parties and shall supercede any prior agreement, oral or written, concerning the same subject matter. 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 trailer for outbound shipments. Shipper is responsible for all taxes, permits, and fees related to the transport of the property. Shipper must present, if requested, proper identification to the agent of Freeman who receives the property.

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 of Freeman. Freeman shall not be responsible for events or causes of delay, and damage beyond its reasonable control, including but not limited to a limitation on the breadth of this clause, strike, lockout, work slowdown or stoppage, power failure, breakdown of machinery or equipment, acts of God or other causes of delay. Freeman shall be responsible for the loss or damage of the property only if the cause of loss or damage is attributable to Freeman. Freeman’s liability for the property is limited to the declared value of the property under the “Declared Value” clause, unless a smaller claim is made under the “Actual Value” clause. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and unloading, unless otherwise instructed by Freeman. If Shipper does not otherwise provide packaging and Freeman does not offer packaging services, Freeman shall not be responsible for any loss or damage caused by the manner of packaging. Shipper is responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without refrigeration if and only if, at the time of loading, the temperature of the trailer is within a proper range of plus or minus 5 degrees Fahrenheit of the temperature maintained within the property packaging. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers may be used for goods of a perishable nature, if the property is inert, and the property is carried in proper garbage bags or not damaged by the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is unable to deliver a shipment because of fault or mistake of Shipper, Freeman’s liability shall then be the property owner or the freight consignee, as applicable.

(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 at the party of, if not so indicated 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 Shipper’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 warranty 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 notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman shall be granted the right to store or dispose of the property at its discretion and without further notice to the owner. Freeman shall be granted the right to sell the property for the sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and other lawful charges. Freeman shall be responsible for the balance of charges not paid by the owner, plus any remaining after all 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 sale or auction as may be authorized by law.

(e) Where perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of the property to the best advantage. When Freeman is directed by Consignee to order a reappearance of any property, Freeman’s maximum liability shall be the amount of proven actual value not exceeding the lower of the fair market value (the “fair market value” equals the AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILING BUYER AND A WILING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM’S LENGTH SALE) OR $25.00 per package.

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

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if Shipper instructs Freeman to ship property with “DECLARED VALUE,” the property owner or freight consignee, as applicable, for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including all agents of Shipper. “Property” is all objects of any type received from the Shipper for transport by Freeman, as agreed herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered. Shipper will be responsible for any loss or damage caused by the manner of packaging. Shipper is responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost or damaged, Shipper understands that even if Shipper instructs Freeman to ship property with “DECLARED VALUE,” the property owner or freight consignee, as applicable, for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including all agents of Shipper. “Property” is all objects of any type received from the Shipper for transport by Freeman, as agreed herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered. Shipper will be responsible for any loss or damage caused by the manner of packaging. Shipper is responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee. Freeman is not responsible for the property while the property is in the possession of the property owner or in the possession of the freight consignee.
AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it may be endorsed herein. All the provisions of this contract shall apply to our agents and their employees. The 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 may be endorsed herein. All the provisions of this contract shall apply to our agents and their employees.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates and related companies, including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is transported, and includes its agents, officers, directors, vice-presidents and stockholders. The term "Consignee" means the person to whom Shipper has designated the goods or property to be delivered.

2. 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 be governed by, and the relationship of the parties shall be governed by, transportation regulations and the Warsaw Convention and its amendments and supplements.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. If Shipper shall request the performance of any services not provided under this Contract, it shall be the exclusive responsibility of the party requesting such additional services, including the payment for any such services.

4. PACKAGING AND CRATING: Shipper's property must be well packaged for safe and secure handling. Proper packaging is necessary to ensure the safe delivery of the property. Freeman reserves the right to refuse to transport or handle property that is not properly packaged.

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 Consignee, Freeman’s liability for the shipment shall terminate.

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 DELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, OR DELIVERY TO AN INCONVENIENT LOCATION, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $0.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS DAMAGES RESULTING FROM THE LOSS OF, THEFT OF, OR DAMAGE TO, ANY PROPERTY INSURED, SUBJECT TO THE FOLLOWING LIMITATIONS:

(a) When perishable goods cannot be delivered and disposition is not possible, nothing shall be recoverable.

(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 is unable to deliver the property, Freeman shall make every reasonable effort to return the property to the owner. The owner 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 Consignee.

(d) In no event shall Freeman be liable for any costs or expenses incurred by Shipper or the property owner in connection with any claims for loss or damage.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify the carrier of any claims for loss or damage within fourteen (14) days of delivery. Unless otherwise notified by Shipper or the shipper, no claim for service charge, breach of statutory or regulatory duties or administrative act or omission will be entertained.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA, INCLUDING BUT NOT LIMITED TO THE FEDERAL ARBITRATION ACT, THE UNITED NATIONS Convention on Contracts for the International Sale of Goods, and the State and Federal Statutes of Texas. SHIPPER AGREES THAT ANY CLAIMS WHICH MAY ARISE OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NON-PERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE RESOLVED IN THE CITY OF DALLAS, TEXAS. ANY ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABE TO THE PARTIES, ANY ACTION TO ENFORCE OR DEFEND THIS CONTRACT MUST 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; request, or direct or rescind the manner in which the shipment is handled or treated; or return 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.

Freeman Rev. 6.11
ELECTRICAL SERVICE ORDER FORM

Mail to: SMG managed Albuquerque Convention Center
Attention: Electrical/Finance Division
401 2nd Street NW
Albuquerque, NM 87102
msanchez@albuquerquecc.com
Phone: (505) 768-3863 Fax: (866)434-5427

STANDARD ELECTRICAL DROPS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>5 day Rate</th>
<th>Floor Rate</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>SINGLE PHASE 120V</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>up to 20 Amps Single Phase 120V</td>
<td>82.50</td>
<td>104.50</td>
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<tr>
<td>SINGLE PHASE 208V</td>
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<td>50 Amps Single Phase 208V</td>
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<tr>
<td>THREE PHASE 208V</td>
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<td>20 Amps Three Phase 208V</td>
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<td>100 Amps Three Phase 208V</td>
<td>625.50</td>
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</table>

RENTAL ITEMS

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<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>Extension Cords</td>
<td>$15.00</td>
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</tr>
<tr>
<td></td>
<td>Power Strip (15 amp)</td>
<td>$15.00</td>
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</table>

CUSTOM ELECTRICAL WORK*

<table>
<thead>
<tr>
<th>Quantity</th>
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<th>Hourly Rate</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>On floor Electrician</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evening/Weekends/Holidays</td>
<td>$60.00</td>
<td></td>
</tr>
</tbody>
</table>

* Custom electrical setups, other than those listed above, are billed in 1/2 hour increments.

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:
( ) Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center
( ) American Exp ( ) Visa ( ) Master Card CC# ___________________________ CVV# ___________________________ Exp.Date ____________
Name on Card: ___________________________ Address: ___________________________ City ___________________________ ST Zip ___________________________
I authorize SMG – Albuquerque Convention Center to charge my credit card for services listed.
Authorize Signature ___________________________
<table>
<thead>
<tr>
<th>Service/Equipment</th>
<th>5 day Advance Rate</th>
<th>Floor Rate</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Internet Express* - Wired (256/512k)</td>
<td>$200.00</td>
<td>$300.00</td>
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</tr>
<tr>
<td>Internet Basic* - Wired (512k/1.5M)</td>
<td>$350.00</td>
<td>$450.00</td>
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</tr>
<tr>
<td>Internet Premium* - Wired (1.5 Mbps)</td>
<td>$800.00</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td>Computer Configuration Per Half hour</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Drop Moving Fee</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Internet Hub with 4 ports **</td>
<td>$50.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Hub with security **</td>
<td>$50.00</td>
<td>$100.00</td>
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</tr>
<tr>
<td>Static IP Address</td>
<td>$100.00</td>
<td>$150.00</td>
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</tr>
<tr>
<td>Telephone Lines - Analog</td>
<td>$100.00</td>
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<tr>
<td>Telephone Handset</td>
<td>$20.00</td>
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</tr>
<tr>
<td>Cable - Cat5 w/ RJ45 connectors</td>
<td>$1/foot</td>
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</table>

*Internet access with one cat 5 10base T/RJ45 Connection and One dynamic (DHCP) IP address. Wired service requires an Ethernet network card. Wireless services requires an wireless network card.

**Hubs require Internet Access
Large network configuration and pricing available, Contact Albuquerque Convention Center at (505) 768-3863.

Internet is a shared environment and actual speed will vary.

Refunds/Claims will not be considered unless filed by exhibitor three (3) days prior to start of show.
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

RENTAL EQUIPMENT

<table>
<thead>
<tr>
<th>VIDEO PLAYERS</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>DVD Player</td>
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<table>
<thead>
<tr>
<th>VIDEO/COMPUTER MONITORS</th>
<th>Price</th>
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<tr>
<td>19&quot; LCD Flat Panel</td>
<td>$247.50</td>
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<td>20&quot; LCD Flat Panel</td>
<td>$300.00</td>
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<tr>
<td>32&quot; HD-LCD Computer/Video</td>
<td>$675.00</td>
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<td>42&quot; HD-LCD Computer/Video</td>
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<thead>
<tr>
<th>AUDIO EQUIPMENT</th>
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<tbody>
<tr>
<td>Wired Lavaliere Microphone</td>
<td>$75.00</td>
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<tr>
<td>Wireless Microphone (Handheld or Lav)</td>
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<tr>
<td>Sound System</td>
<td>$337.50</td>
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<table>
<thead>
<tr>
<th>COMPUTERS</th>
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<tbody>
<tr>
<td>Laptop</td>
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<tr>
<td>Desktop*</td>
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<tr>
<td>Powered Computer Speakers</td>
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<tr>
<th>PROJECTION EQUIPMENT</th>
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<tbody>
<tr>
<td>6' Tripod Screen</td>
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<tr>
<td>8’ Tripod Screen</td>
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<th>MISCELLANEOUS</th>
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<tbody>
<tr>
<td>54” Video Cart w/Drape</td>
<td>$68.00</td>
<td>x</td>
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</tr>
<tr>
<td>Chrome Pole Stand (Large monitors)</td>
<td>$337.50</td>
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SHOW INFORMATION

<table>
<thead>
<tr>
<th>Room / Hall</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Install Date</th>
<th>Time</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Strike Date</th>
<th>Time</th>
</tr>
</thead>
</table>

| On site Contact (Must be present for delivery) |

PAYMENT INFORMATION

☐ Check in US Dollars ☐ AMEX
☐ VISA ☐ MasterCard

Cardholder Name (Please print clearly)
Card Number
Expiration Date Zip from card billing address

EXHIBITOR

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

ASSN FOR PUBLIC POLICY ANALYSIS & MANGEMENT
APPAM Fall Research Conference
Nov. 6-8, 2014  Hyatt Regency  Albuquerque, NM

SHOW RENTAL

DELIVER, INSTALL, PICKUP  $60.00

TOTAL AMOUNT DUE

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

Cardholder Signature  Date