SERVICE INFORMATION

CONCIERGE ELITE on your PC or Smartphone - service at your fingertips!
Check out our Concierge Elite service to take advantage of our new time saving tools! Log on to www.freemanco.com from your Smartphone or PC. This will give you instant access to:

- Receive notification when your show site shipments arrive and empty containers are returned to your booth after the show
- Ask for service or assistance from anywhere
- View your orders and freight shipments
- Submit your outbound paperwork without making a trip to the service desk

For a short demo of Concierge Elite go to www.freemanco.com/cedemo to view its many features.

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high PLUM and WHITE back drape, 3’ high PLUM side dividers and a 7” x 44” one-line identification sign. For a special discount on furniture and carpet for 10’ x 10’ booth, please refer to the Booth Package Order Form.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in TUXEDO. Booth carpet is NOT included but is mandatory in your booth and must be supplied by the exhibitor.

DISCOUNT PRICE DEADLINE DATE
Take advantage of discount pricing by ordering online at www.freemanco.com/store by November 01, 2012.

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

SHOW SCHEDULE

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

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<th>Day</th>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
<td>November 15, 2012</td>
<td>7:00 AM - 5:00 PM</td>
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EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

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<th>Day</th>
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<tr>
<td>Sunday</td>
<td>November 18, 2012</td>
<td>12:00 PM - 6:00 PM</td>
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We will return empty containers by November 18, 2012 at 3:00 PM.
**DISMANTLE AND MOVE-OUT INFORMATION**
All exhibitor materials must be removed from the exhibit facility by Sunday, November 18, 2012 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 Sunday, November 18, 2012 at 2:00 PM.

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575  fax (469) 621-5618
FreemanNewYorkES@freemanco.com

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

**SERVICE CENTER HOURS**

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

**SHIPPING INFORMATION**
Warehouse shipping address:

Exhibiting Company Name / Booth #____________
AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES
C/O FREEMAN
4201 TACONY STREET
PHILADELPHIA, PA 19124

Freeman will accept crated, boxed or skidded materials beginning Monday, October 15, 2012 at the above address. Material arriving after November 06, 2012 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 - 2:30 PM.
Show Site Shipping Address:

Exhibiting Company Name / Booth #__________________
AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES
C/O FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Wednesday, November 14, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
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 service you may contact Freeman Exhibitor Services at (201) 299-7575 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada, (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by November 01, 2012.

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, and 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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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

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

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

Call Freeman’s Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.
Welcome to Freeman, the industry’s leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to www.freemanco.com/furniturepairing and visit our Furniture Grouping Ideas section. You’ll find everything you need to give your booth a coordinated and professional look.

**how do I get started?**

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at www.myfreemanonline.com. As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

**material handling and exhibit transportation**

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the Booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to www.freemanco.com/FAQ.

**questions?**

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to www.myfreemanonline.com.
FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 295-7575 Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

COMPANY NAME: BOOTH #: 
ADDRESS: 

CITY/STATE/ZIP: BOOTH SIZE: 
PHONE: 
EXT.: 
FAX #: 

SIGNATURE: PRINT NAME: 

CONTACT'S E-MAIL: 
E-MAIL FOR INVOICE: 

☐ Check if you are a new Freeman customer
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact’s e-mail.

METHOD OF PAYMENT

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

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

Please reference (212008) on your remittance.

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA 

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): 
SIGNATURE: 

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

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<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>Dismantle LABOR</th>
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MATERIAL HANDLING | RIGGING INSTALLATION | RIGGING Dismantle | EXHIBIT TRANSPORTATION | HANGING SIGNS | GRAND TOTAL

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

TELL US WHAT YOU THINK

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

http://feedback.freemanco.com/?212008

05/10 (212008)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

EXHIBITOR NAME: (PLEASE PRINT)  
EXHIBITOR SIGNATURE: DATE  
EXHIBITING COMPANY INFORMATION  
EXHIBITING COMPANY NAME:  
EXHIBITING COMPANY ADDRESS:  
CITY/STATE/ZIP:  
PHONE:  
CONTACT’S E-MAIL:  

Indicate which services are to be invoiced to the Third Party:  
- [ ] ALL FREEMAN SERVICES  
- [ ] I&D LABOR/SUPERVISION  
- [ ] MATERIAL HANDLING/IN & OUT  
- [ ] FREEMAN EXHIBIT TRANSPORTATION  
- [ ] RENTAL FURNITURE/CARPET/SIGNS  
- [ ] BOOTH CLEANING  
- [ ] OTHER  

THIRD PARTY COMPANY INFORMATION  
THIRD PARTY COMPANY NAME:  
CONTACT NAME:  
THIRD PARTY BILLING ADDRESS:  
CITY/STATE/ZIP:  
PHONE:  
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 (212008)
NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012
COMPANY NAME ____________________________________________________________
BOOTH #: __________________________
CONTACT NAME: ____________________________________________________________
PHONE #: __________________________
E-MAIL ADDRESS ___________________________________________________________________
For Assistance, please call 201-299-7575 to speak with one of our experts.

SPECIAL FURNITURE PACKAGE

Each 10 x 10’ package includes:

- Standard Booth Drape
- (1) 9’ x 10’ Carpet*
- (1) 6’L x 30”H draped table*
- (2) Limerick side chairs
- (1) Wastebasket

*Indicate color selection for this item. A color will be selected for you if not indicated.

*Please circle color for CARPET:
Black  Blue  Burgundy  Gray
Green  Plum  Red  Teal  Tuxedo

*Please circle color for TABLE DRAPE
Black  Blue  Burgundy  Dark Green
Gold  Gray  Plum  Red  Teal  White

TOTAL PACKAGE COST

Number of packages _____ x $ 477.55 = Subtotal _______

Subtotal _______ + Tax (8%) = Total _______

MUST BE ORDERED BY NOVEMBER 01, 2012
STANDARD FURNISHING PRICES APPLY AFTER THIS DATE
Your exhibit space should reflect your company’s distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you’re getting the best furniture possible to make your show experience a total success.

Browse through this brochure and if you don’t find what you want, don’t worry. We will work with you every step of the way to make sure you get exactly what you’re looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

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

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

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

**diva counter stool**
17”W 16”L 36”H – N71092
The intermediate 25” seating height makes this stool ideal for theater or demo areas.

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

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

**gray gaslift chair**
26”W 20”L 38”H
With Arms – N71046
No Arms – N71045

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

**santana armchair**
24”W 20”L 31”H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.
executive chair
Black Tweed
28"W 25"L 45"H – N71044

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

diplomat chair
Black Diamond Fabric
25"W 26"L 36"H – N710144
Comfortable, yet compact for office or conference table seating.

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

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

For ideas on furniture pairings, go to www.freemanco.com furnishing essentials 2
Give your exhibit a casual yet practical look with Freeman’s superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.

**signature loveseat**
*Black*
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

**signature chair**
*Black*
33"W 35"L 33"H – N71093

**black diamond stool**
22"W 18"L 46"H – C210108

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

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

Soho Bistro Table (page 5)
What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

**glass conference table**
Black or Chrome Pedestal
42"W 42"L 30"H – N72015
Rounded square glass top is supported by stylish metal frame in a choice of two colors.

**cherry cocktail table**
19"W 36"L 17"H – N72026

**cherry end table**
20"W 20"L 20"H – N72027

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

*Black*

**slate end table**
20”W 20”L 17”H – N72029

**slate cocktail table**
20”W 40”L 15”H – N72028

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

**soho series**
Black-Top Mini 18”H x 18”W N72066
Black-Top Café 30”H x 24”W N72069
Black-Top Bistro 42”H x 24”W N72070
Black-Top Café 30”H x 36”W N72067
Black-Top Bistro 42”H x 36”W N72068

**chelsea series**
Butcher Block-Top Café 30”H x 30”W N72063
30”H x 36”W N72064
Butcher Block-Top Bistro 42”H x 30”W N720163
42”H x 36”W N720164

**studio series**

**black end table**
17”W 17”L 18”H – C115104

**black cocktail table**
36”W 20”L 15”H – C115103
When it’s time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we’ve got all your office furniture requirements.

**milano table**
42”W  84”L  29”H  
*Blonde Top with Black Base – N72093*  
*Black Top with Black Base – N72092*

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

**five-foot desk**
30”W  60”L  30”H  
*Cherry – N74061*  
*Oak – N74071*

**credenza**
16”W  60”L  30”H  
*Cherry – N74064*  
*Oak – N74074*

**bookcase**
12”W  36”L  72”H  
*Cherry – N74065*  
*Oak – N74075*

**hemingway writing table**
*Black*  
24”W  49”L  29”H – N720191

**luna table**
36”W  72”L  29”H  
*Black Top with Black Base – N72094*

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

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

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

**tables** (30" height)

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<th>Draped</th>
<th>Draped on fourth side</th>
<th>Undraped</th>
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<td>C131330</td>
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<tr>
<td>4'</td>
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<td>6'</td>
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<td>8'</td>
<td>C1240830</td>
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<td>C131842</td>
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**counters** (42" height)

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<th>Draped on fourth side</th>
<th>Undraped</th>
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<tr>
<td>6'</td>
<td>C1240642</td>
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<td>C131442</td>
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<tr>
<td>8'</td>
<td>C1240842</td>
<td>C1240842</td>
<td>C131842</td>
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</tbody>
</table>

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

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).
display cubes
Black

12" small
12"W 12"L 42"H – N75030

18" medium
18"W 18"L 36"H – N75031

24" large
24"W 24"L 42"H – N75032

display cylinders
Black

low
30"W 15"H – N75020

medium
18"W 20"H – N75021

high
24"W 36"H – N75022

orion computer kiosk
Black
28"L 28"D 40.5"H – N75079

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

display counter
Black
24"W 49"L 42"H – N72056
accessories

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

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

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

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

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

e. chrome coat tree
C220109

f. chrome easel
C220134

g. chrome bag rack
C220110

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

wastebasket
Wastebasket color may vary.
C220107

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.
**small refrigerator***
19"W 19"L 34"H – N75057

**file cabinet with lock**
Standard Size

**two-drawer**
15"W 29"L 28"H – N74082

**four-drawer**
15"W 29"L 50"H – N74081

**table lamp***
Black
25"H – N75052

**floor-standing bulletin board**
48"W 96"L 78"H – C10201484

**special draping**

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

*Note: Electrical power must be ordered separately.
For ideas on furniture pairings, go to [www.freemanco.com](http://www.freemanco.com)
### CHAIRS

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

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**FURNISHINGS (Pages 7 & 8 continued)**

**DISPLAY FURNITURE**

**ACCESSORIES**

**TOTAL COST**

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*For Assistance, please call (201) 299-7575 to speak with one of our experts.*

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

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

lisbon group
Black Leather

sofa
88"L 36"D 34"H – 8302

loveseat
64"L 36"D 34"H – 8303

chair
40"L 36"D 34"H – 81011

newport group
Charcoal Leather

Sectional composed of one loveseat, one armless chair and one corner chair
112"L 34"D 33"

loveseat
54"L 34"D 33"H – 8308

armless chair
24"L 34"D 33"H – 8109

corner chair
34"L 34"D 33"H – 81010
**South Beach Group**

*Platinum Suede*
Sectional composed of two sofas and one ottoman
152"L 40"D 33"H

**Sofa**
69"L 29"D 33"H – 8301

**Ottoman**
25"L 31"D 18"H – 8151

---

**Key West Group**

*Black*

**Sofa**
85"L 35"D 33"H – 8306

**Love Seat**
57"L 35"D 33"H – 8307
astro group
Beige Suede

sofa
83" L 36" D 29" H – 83063

chair
36" L 36" D 29" H – 810809

sydney table
48" L 24" D 18" H – 82052

sydney end table
27" L 23" D 22" H – 82054

rio group
Blue Suede

sofa
76" L 34" D 33" H – 8305

chair
39" L 34" D 33" H – 81014

inspiration table
42" L 28" D 18" H – 82022

inspiration end table
24" L 28" D 22" H – 82023

marrakesh group
Beige

sofa
84" L 37" D 34" H – 83062

chair
34" L 37" D 38" H – 810808

memphis group
Black

sofa (compact)
55" L 31" D 26" H – 83064

chair
27.25" L 31.75" D 27.5" H – 810812

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

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

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

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

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

**half round ottoman**
Black Leather – 81513
White Leather – 81514
6’L 3’D 17”H

**circle ottoman**
Black/White Leather
6’L 6’D 17”H

**cube**
Blueberry – 8157
Raspberry – 8159
Lemon – 81510
Natural – 81511
Black Leather – 81512
17”L 17”D 18”H

**globus occasional chair**
White Vinyl – 810817
28”L 26”D 28”H
cappuccino chair
Chocolate
29"L 29"D 34"H – 8104

tub chair
Black
31"L 31"D 31"H – 8103

stage chair
Onyx – 8105
Camel – 8106
Beige – 8107
Red – 8108
24"L 26"D 36"H

berlin stack chair
White/Red – 810811
White/Black – 810810
18"L 22"D 32"H

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.myfreemanonline.com.
panton chair
White – 81017
20”L 24”D 33”H

new york chair
Onyx Seat/Maple Back/
Chrome Legs
23”L 32”D 33”H – 81090

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

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

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

manhattan chair
Oyster
26”L 22”D 34”H – 810110
**flex chair**
*With Wheels*
24”L 22”D 31”H – 81018

**tilt executive chair**
*With Arms, Onyx/Black*
26”L 25”D 34”H – 81075

**luxor executive chair**
*High Back, Black Leather*
27”L 28”D 47”H – 810807
Adjustable

**otto highback chair**
*High Back Exec.*
23”L 21”D 43”H – 810813

**altura conference/guest chair**
*Black Crepe*
25”L 20”D 34”H – 81063

**altura junior executive chair**
*Mid Back, Black Crepe*
25”L 25”D 37”H – 81073
Adjustable

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.myfreemanonline.com.
**circle martini bar**
Composed of three martini bars
208.5"L 102"D 139.5"H

**martini bar**
69.5"L 34"D 46.5"H Radius 50" – 8501

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

**Ohio barstool**
Gray/Chrome – 810100
Red/Chrome – 810101
Black/Chrome – 810102
18" Round 31" H Adjustable

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

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

**jetson chair**
Black
19"L 18"D 31"H – 810702

**jetson barstool**
Black
18"L 19"D 29"H – 810706

**oslo barstool**
Blue – 810200
White – 810201
17"L 20"D 30"H

Tables in coordinating colors are available upon request.
What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and table tops. Choose from modern glass tops, traditional wood end tables and more.

**manhattan table**
42" Round 29"H – 82033

**silverado end table**
24" Round 22"H – 82015

**silverado table**
36" Round 17"H – 82014

**geo conference table**
Black – 82041
Chrome – 82051
60”L 36”D 29”H

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

**geo coffee table**
Black – 82024
Chrome – 82034
50”L 22”D 16”H

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

**sydney table**
Black – 82052
White – 82053
48”L 24”D 18”H
lighting

Make your exhibit shine – literally – with our outstanding selection of lamps. From modern to classic styles, choose the perfect one to light up your environment.

a. floor lamp*
Pewter
58”H – 850704

b. lumalight lamp*
Red – 850701
White – 850702
Orange – 850703
15”L 13”D 90”H

c. parisian lamp*
Pewter
28”H – 850706

*Electrical power must be ordered separately.
### NAME OF SHOW:
AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

### COMPANY NAME:

### CONTACT NAME:

### PHONE #:

### E-MAIL ADDRESS:

For Assistance, please call (201) 299-7575 to speak with one of our experts.

---

#### Cuba

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#### Chairs

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<td>Tub Chair (black)</td>
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#### Chairs (continued)

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<td>Berlin Stack Chair (black/white)</td>
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<td>Panton Chair (white)</td>
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<td>ICE Side Chair (transparent)</td>
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<td>Manhattan Chair (oyster)</td>
<td>293.40</td>
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#### Key West Group - Black

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#### Newport Group - Charcoal leather

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#### South Beach Group - Platinum suede

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<td>Sofa</td>
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#### Ottoman

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<td>Square (black leather)</td>
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<td>8155</td>
<td>Bench (black leather)</td>
<td>507.30</td>
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<td>81513</td>
<td>Half Round (black leather)</td>
<td>529.65</td>
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#### Ottomans

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<td>T-Vac (translucent/chrome)</td>
<td>413.45</td>
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<td>810819</td>
<td>Globus Occasional (white)</td>
<td>567.70</td>
<td>624.45</td>
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For Assistance, please call 201-299-7575 to speak with one of our experts.

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

**ACCESSORIES**

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<tr>
<td>PERFBOARD / BULLETIN BOARDS</td>
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<td>Horizontal</td>
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<tr>
<td>2'x8'-Single Sided</td>
<td>142.65</td>
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<tr>
<td>2'x8'-Double Sided</td>
<td>217.95</td>
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<td>4'x8'-Single Sided</td>
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<td>4'x8'-Double Sided</td>
<td>349.00</td>
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Don't see what you need? Please call Exhibitor Services at 201-299-7575.
When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs. Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet services:

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

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

**Prestige Carpet**

**Custom Options**

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

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

Actual colors may vary slightly.

**Questions?**

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.myfreemanonline.com.
custom cut
Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

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

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

classic C A R P E T

Actual colors may vary slightly.
**For fast, easy ordering, go to www.freemanco.com/store**

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

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

**Includes delivery, material handling, installation and removal**

<table>
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<th>Online Price</th>
<th>Discount Price</th>
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<tr>
<td>9' x 10' Classic Carpet</td>
<td>$224.60</td>
<td>$247.05</td>
<td>$314.45</td>
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<tr>
<td>9' x 20' Classic Carpet</td>
<td>$449.20</td>
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<tr>
<td>9' x 30' Classic Carpet</td>
<td>$673.85</td>
<td>$741.25</td>
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<tr>
<td>9' x 40' Classic Carpet</td>
<td>$898.45</td>
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<td>$1,257.85</td>
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CLASSIC CARPET - includes delivery, material handling, installation and removal**

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

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<td>9' x 40' Classic Carpet</td>
<td>$898.45</td>
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CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

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<td>Plastic Covering</td>
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**All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

COMPANY NAME:  

BOOTH #:  

BOOTH SIZE:  

CONTACT NAME:  

PHONE #:  

E-MAIL ADDRESS:  

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

CLEANING SERVICES

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

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

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</table>

05/10 (212008)
Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company’s look and image, attracts business and shows off your most important assets. That’s why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating custom exhibits for our clients, so it’s no wonder we’re the premier exposition services experts. We offer five contemporary exhibit systems, plus a vast array of surface options, custom enhancements, graphic design panels and endless available accessories. Our all-inclusive exhibits also cover local delivery, storage, installation, dismantling, needed repairs and carpet cleaning.

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

system 1

version a
This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space* for your company’s name or logo.
10’ x 10’
#1000
10’ x 20’ (not shown)
#1010

version b
This professional model features sleek powder-coated metal with matching panels, plus a display table, three panels and digital graphics-ready space* for your company’s name or logo.
10’ x 10’
#1020
10’ x 20’ (not shown)
#1030

version c (pictured above)
This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.
10’ x 10’
#1040
10’ x 20’ (not shown)
#1050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.
Note: Electrical service must be ordered separately.

Call customer service at the number listed on Quick Facts.
For fast, easy ordering, go to www.myfreemanonline.com
system 2

version a
This basic professional model features our standard metal and comprises two display panels plus a digital graphics-ready space* for your company’s name or logo.
10’ x 10’ (not shown)
#2000
10’ x 20’
#2010

version b
This model features powder-coated metal with matching displays, a free-standing counter plus a digital graphics-ready space* for your company’s name or logo.
10’ x 10’ (not shown)
#2020
10’ x 20’
#2030

version c (pictured below)
This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.
10’ x 10’ (not shown)
#2040
10’ x 20’
#2050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.
Note: Electrical service must be ordered separately.
system 3

version a
This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space* for your company’s name or logo.
10’ x 10’
#3000
10’ x 20’ (not shown)
#3010

version b
This model features powder-coated metal and includes matching panels, one free-standing counter plus a digital graphics-ready space* for your company’s name, logo, or key visuals.
10’ x 10’
#3020
10’ x 20’ (not shown)
#3030

version c (pictured below)
This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.
10’ x 10’
#3040
10’ x 20’ (not shown)
#3050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.
Note: Electrical service must be ordered separately.

All systems can be customized or modified depending on your specific requirements.
**system 4**

**version a**
This basic professional model features our standard metal and comprises three display panels plus a digital graphics-ready space* for your company’s name or logo.
10’ x 10’  
#4000  
10’ x 20’ (not shown)  
#4010

**version b**
This model features powder-coated metal with three matching panels, one free-standing counter, one display table and a digital graphics-ready space* for your company’s name or logo.
10’ x 10’  
#4020  
10’ x 20’ (not shown)  
#4030

**version c** (pictured below)
This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.
10’ x 10’  
#4040  
10’ x 20’ (not shown)  
#4050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.  
Note: Electrical service must be ordered separately.

---

**color options**

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

**version a options**

Beige  
Blue Fabric  
Gray Fabric  
Black Fabric  
White Hardwall

**version b & c options**

Beige  
Blue  
Forest Green  
White  
Black
CUSTOM designs

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

ENHANCEMENTS & ACCESSORIES

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

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

All systems can be customized or modified depending on your specific requirements.
Now available to rent or purchase, TotalFlex® display provides more options for configuring exhibits to fit your space, budget and vision. It’s versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

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

**version a**
8’h x 8’w Floor Standing Unit
8’h x 10’w Floor Standing Unit

**version b**
40’h x 6’w Tabletop Unit
40’h x 8’w Tabletop Unit

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.*
NOVEMBER 01, 2012

**DISCOUNT PRICE DEADLINE DATE**
NOVEMBER 16-18, 2012

**NAME OF SHOW:** AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

**COMPANY NAME:**
**BOOTH #:**
**BOOTH SIZE:**

**CONTACT NAME:**
**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance please call (201) 299-7575 to speak with one of our experts.

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

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

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

### VERSION A

<table>
<thead>
<tr>
<th>System 1 Options</th>
<th>System 2 Options</th>
<th>System 3 Options</th>
<th>System 4 Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Diagram" /></td>
<td><img src="image2" alt="Diagram" /></td>
<td><img src="image3" alt="Diagram" /></td>
<td><img src="image4" alt="Diagram" /></td>
</tr>
</tbody>
</table>

### VERSION B

| ![Diagram](image5) | ![Diagram](image6) | ![Diagram](image7) | ![Diagram](image8) |

### VERSION C

| ![Diagram](image9) | ![Diagram](image10) | ![Diagram](image11) | ![Diagram](image12) |

### CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

- An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
- *Custom Graphics must be ordered separately*

---

**Discount Price**
**Standard Price**

**Discount Price**
**Standard Price**

**Discount Price**
**Standard Price**

**Discount Price**
**Standard Price**

**Discount Price**
**Standard Price**

**Discount Price**
**Standard Price**

**Discount Price**
**Standard Price**

---

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

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

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

---

**Rental Exhibits FREEMAN**
CHOOSE YOUR PANELS

VERSION A
- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)
- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

HEADER IDENTIFICATION SIGN

VERSIONS A & B
Circle the font style for your header identification sign, and then indicate your color preference.
- CLARENDON MEDIUM
- EUROstile BOLD
- TIMES NEW ROMAN

Other ____________________________

Indicate color of background:
- Beige
- Navy
- White
- Black
- Forest Green

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

Letter color desired: ____________________________

Indicate exactly how you want your company name to appear:

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

LITING

Each Rental Exhibit includes 2 Arm Lights (per 10’ unit).
Note: Electrical power and labor to install lights provided. Power not to exceed 500 Watts. Additional power may be ordered using the order form in the service manual.

QUICK TIPS

- Please see the Exhibit Accessories order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.

- Consider ordering floral accessories to enhance your exhibit on the Floral Services order form.

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

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

- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. Please choose from the following available colors:
- Black
- Gray
- Red
- Blue
- Green
- Teal
- Burgundy
- Plum
- Tuxedo

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

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:
- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

TOTAL COST

Sub-Total + 8% Tax = Total Cost
NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

For Assistance please call (201) 299-7575 to speak with one of our experts.

## All Exhibits Include:
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Classic Carpet with Nightly Vacuuming

## LIGHTING

- Each Rental Exhibit includes 2 Arm Lights (per 10’ unit).
- Power not to exceed 500 Watts.
- Additional electrical must be ordered using the electrical order form included in your service manual.

## CONTACT FOR PRICING

- Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:
  - Upgrade Carpet
  - Custom Logo Header
  - Creating a Custom Exhibit

## TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. Please choose from the following available colors:
- Black
- Blue
- Gray
- Green
- Red
- Teal
- Burgundy
- Plum
- Tuxedo

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

## CONTACT NAME : PHONE #:

NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

COMPANY NAME: 

BOOTH #: 

BOOTH SIZE: 

CONTACT NAME : PHONE #: 

E-MAIL ADDRESS : 

For Assistance please call (201) 299-7575 to speak with one of our experts.

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

## PACKAGES

<table>
<thead>
<tr>
<th>PACKAGES</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part# 1710201</td>
<td>3,347.50</td>
<td>4,686.50</td>
</tr>
<tr>
<td>Part# 1710300</td>
<td>2,495.40</td>
<td>3,493.55</td>
</tr>
<tr>
<td>Part# 1710400</td>
<td>2,617.15</td>
<td>3,664.00</td>
</tr>
<tr>
<td>Part# 1710500</td>
<td>6,512.50</td>
<td>9,117.50</td>
</tr>
<tr>
<td>Part# 1710600</td>
<td>15,216.10</td>
<td>21,302.55</td>
</tr>
</tbody>
</table>

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

---

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

---

F R E E M A N
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

**DISCOUNT PRICE DEADLINE DATE**

**NOVEMBER 01, 2012**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>LIGHT FIXTURES</strong> (electrical service &amp; labor to install lights not included)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>172512 Arm Light (200w)</td>
<td>107.35</td>
<td>150.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>172514 8' Tracklight (3 lights)</td>
<td>326.00</td>
<td>456.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17252 Additional Track Light</td>
<td>83.25</td>
<td>116.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17256</td>
<td>8' Tracklight (4 lights)</td>
<td>413.60</td>
<td>580.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17263 Additional Track Light</td>
<td>94.20</td>
<td>131.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17264</td>
<td>8' Tracklight (5 lights)</td>
<td>507.80</td>
<td>715.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17265 Additional Track Light</td>
<td>104.80</td>
<td>146.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17253</td>
<td>8' Tracklight (6 lights)</td>
<td>671.40</td>
<td>942.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17266 Additional Track Light</td>
<td>159.00</td>
<td>223.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17267</td>
<td>8' Tracklight (7 lights)</td>
<td>835.00</td>
<td>1.185.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17254 10' Tracklight (8 lights)</td>
<td>835.00</td>
<td>1.185.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17257 Additional Track Light</td>
<td>197.00</td>
<td>276.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17258</td>
<td>10' Tracklight (9 lights)</td>
<td>1,653.00</td>
<td>2,359.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17259 Additional Track Light</td>
<td>394.00</td>
<td>557.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17261</td>
<td>10' Tracklight (10 lights)</td>
<td>2,487.00</td>
<td>3,543.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17262 Additional Track Light</td>
<td>788.00</td>
<td>1,101.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17268</td>
<td>10' Tracklight (11 lights)</td>
<td>3,321.00</td>
<td>4,785.00</td>
<td></td>
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<td></td>
<td></td>
<td>17263 Additional Track Light</td>
<td>1,184.00</td>
<td>1,685.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17264</td>
<td>10' Tracklight (12 lights)</td>
<td>4,165.00</td>
<td>5,949.00</td>
<td></td>
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<td></td>
<td>17266</td>
<td>10' Tracklight (13 lights)</td>
<td>5,147.00</td>
<td>7,300.90</td>
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<tr>
<td></td>
<td></td>
<td>17267 Additional Track Light</td>
<td>2,809.00</td>
<td>3,952.30</td>
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<tr>
<td></td>
<td>17268</td>
<td>10' Tracklight (14 lights)</td>
<td>6,132.00</td>
<td>8,583.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17269 Additional Track Light</td>
<td>3,415.00</td>
<td>4,781.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>CABINETS &amp; LOCKS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cabinets</td>
<td>Black Fabric</td>
<td>Blue Fabric</td>
<td>Gray Fabric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17305 1m x ½m x 36' High</td>
<td>546.70</td>
<td>765.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17306 1m x ½m x 42' High</td>
<td>546.70</td>
<td>765.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17307 2m x ½m x 36' High</td>
<td>660.25</td>
<td>924.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17308 2m x ½m x 42' High</td>
<td>660.25</td>
<td>924.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17310 1m Radius x ½m x 36' High</td>
<td>927.80</td>
<td>1,298.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Radius Cabinets do not have doors)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17301 Cabinet Lock</td>
<td>30.60</td>
<td>42.85</td>
<td></td>
</tr>
</tbody>
</table>

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
**NAME OF SHOW:** AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
</tr>
</thead>
</table>

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

### FLOOR UNIT

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

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

---

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
<th>QTY.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' H x 8' W</td>
<td>$2,867</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' H x 10' W</td>
<td>$3,087</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE***

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
<th>QTY.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' H x 8' W</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' H x 10' W</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

---

**Fabric Panel Colors for All Units:**
- Black
- Gray

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

*Other Colors Also Available for Purchase Units*
- Green
- Gray
- Blue
- Red
- Teal
- Tuxedo

---

**CUSTOM GRAPHIC / PHOTO PANELS**

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

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

---

**OPTIONAL ACCESSORIES**

Lights, shelves and other accessories area available with you booth purchase. Please call for a quote.

---

**QUICK TIPS**

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability.

Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.

---

**PURCHASE UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>+ Tax (8%)</th>
<th>= TOTAL</th>
</tr>
</thead>
</table>

**RENTAL UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>+ Tax (8%)</th>
<th>= TOTAL</th>
</tr>
</thead>
</table>

11/12
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.

NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOICE 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>50.75</td>
<td>76.15</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
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<td>52.50</td>
<td>78.75</td>
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<tr>
<td>7&quot; x 44&quot;</td>
<td>@</td>
<td>62.40</td>
<td>93.60</td>
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<tr>
<td>9&quot; x 44&quot;</td>
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<td>80.20</td>
<td>120.30</td>
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<td>11&quot; x 14&quot;</td>
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<td>52.50</td>
<td>78.75</td>
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<tr>
<td>14&quot; x 22&quot;</td>
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<td>63.30</td>
<td>94.95</td>
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<tr>
<td>14&quot; x 44&quot;</td>
<td>@</td>
<td>125.50</td>
<td>188.25</td>
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<tr>
<td>22&quot; x 28&quot;</td>
<td>@</td>
<td>125.50</td>
<td>188.25</td>
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<tr>
<td>28&quot; x 44&quot;</td>
<td>@</td>
<td>185.00</td>
<td>277.50</td>
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<tr>
<td>20&quot; x 60&quot;</td>
<td>@</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
</tbody>
</table>

File Information:

Electronic File Name
Application
PMS Colors

Backing Material:
Foamcore
PVC
Gatorfoam

Special Instructions

For Assistance, please call (201) 299-7575 to speak with one of our experts.

TOTAL COST

Sub-Total + 8% Tax = Total Cost
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 (201) 299-7575 for assistance.
Pennsylvania Convention Center

Exhibitor Handout
Hand tools for the Installation of your Exhibit

This handout will show what tools are acceptable, and what tools are prohibited to use in booths 300 sq.ft. or less. If booth size is over 300 sq. ft., Union Labor is required to do the installation. (Please see the back of this handout for more information)

The Following Tools are Acceptable:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screwdrivers</td>
<td><img src="screwdrivers.png" alt="Image" /></td>
</tr>
<tr>
<td>Paint Brushes</td>
<td><img src="paint_brushes.png" alt="Image" /></td>
</tr>
<tr>
<td>Tape Measure</td>
<td><img src="tape_measure.png" alt="Image" /></td>
</tr>
<tr>
<td>Staple Gun</td>
<td><img src="staple_gun.png" alt="Image" /></td>
</tr>
<tr>
<td>Wrenches</td>
<td><img src="wrenches.png" alt="Image" /></td>
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<tr>
<td>Nut Drivers</td>
<td><img src="nut_drivers.png" alt="Image" /></td>
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<tr>
<td>Hex Keys</td>
<td><img src="hex_keys.png" alt="Image" /></td>
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<tr>
<td>Level</td>
<td><img src="level.png" alt="Image" /></td>
</tr>
<tr>
<td>Pliers</td>
<td><img src="pliers.png" alt="Image" /></td>
</tr>
</tbody>
</table>

The Following Tools are Prohibited:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO Power or Battery Operated Tools</td>
<td><img src="power_tools.png" alt="Image" /></td>
</tr>
<tr>
<td>NO Ladders</td>
<td><img src="ladders.png" alt="Image" /></td>
</tr>
<tr>
<td>NO Saws</td>
<td><img src="saws.png" alt="Image" /></td>
</tr>
<tr>
<td>NO Hammers</td>
<td><img src="hammers.png" alt="Image" /></td>
</tr>
</tbody>
</table>
Exhibitor Rights
In 2003, the Pennsylvania Convention Center (PCC) implemented a new Customer Satisfaction Agreement that was specifically aimed at making it easier and less expensive for our Customers and Exhibitors to conduct business within our building. These rights are among the most progressive in the industry. Therefore, we strongly encourage you to take the time to review your rights, so that your experience at the PCC is handled in a cost-effective manner.

Exhibitors' Booths
In exhibit booths that are no larger than 300 net square feet, an Exhibitor or a full-time company representative(s) may erect or teardown booths and may use non-powered hand tools. The use of power tools, battery operated tools and ladders are prohibited. In exhibit booths that are no larger than 300 net square feet, only an Exhibitor or a fulltime company representative(s) of exhibitor’s company may hang signs or graphics.

Loading and Unloading
Customers and Exhibitors may load and unload non-commercial automobiles, station wagons, mini-vans, SUVs, and non-commercially registered 4-wheel pick-up trucks and vans. Customers and Exhibitors may use equipment, including but not limited to carts, dollies, luggage carriers 4-wheel flat bed carts and 2-wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Computers
All full-time regular employees of Customers and Exhibitors shall be permitted to connect their personal computers (desktop and laptop), computer components and peripherals with no limitation. All-third party vendors, including rental companies, contractors and/or vendors must utilize union workers to install and dismantle their laptops, desktops, and computers. The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier (Elliott Lewis).

Computers on Stage
Computers set on stage are exclusively the jurisdiction of Stagehands.

Exhibits
Décor and props (on stage) are installed and dismantled by Stagehands. I & D Exhibits (not set by Exhibitor) are installed and dismantled by Carpenters.

Easels and/or Sign Cards
All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. Signs and easels need to be delivered to a central location for organization’s staff members to move to appropriate location.
**Electrical**
Exhibitors cannot run cords under carpet. Exhibitors can run cords over carpet as long as they are concealed and do not impose a trip hazard, i.e. side curtains, under tables with skirts. All cord within booth must be grounded 3-wire, 14 A.W.G. (American Wire Gauge) cords. No household ungrounded 2-wire extension cords allowed. The use of latex / zip cord is prohibited.

**Florist**
All commercial deliveries must utilize union labor to unload and deliver floral arrangements and plants to exhibits and meeting rooms. Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated area. Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagon, mini van, SUV’s and non-commercially registered 4-wheel pick-up trucks and vans. They may use their own equipment, including but not limited to carts, dollies, luggage carriers, flat bed carts and 2-wheel hand trucks. They may not use motorized and hydraulic devices.

**Freight**
The use of motorized pallet jackets by Customers/Exhibitors is prohibited within the PCC. The Customer/Exhibitor is free to move any freight within their booth using non-motorized dolly.

These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility, and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility. These particular Customer and Exhibitor rights do not apply to contractors that are working within our facility. All contractors performing work at the PCC should contact the facility’s labor supplier, Elliott-Lewis, to arrange for the procurement of the required show labor. The PCC’S labor supplier office can be reached at (215) 418-2197.
When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

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

**do i need to order labor?**

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

**installation and dismantling services available**

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

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

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

**if you use Freeman staff**

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

**if you supervise yourself**

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

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

**questions?**

Call customer service at the number listed on Quick Facts.
For fast, easy ordering, visit us at www.myfreemanonline.com.
NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

COMPANY NAME: [Booth #]: [Booth Size: X]

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 201-299-7575 to speak with one of our experts.

Freeman 
909 Newark Turnpike 
Kearny, NJ 07032 
(201) 299-7575 • Fax: (469) 621-5618 
FreemanNewYorkES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

Carpenter Labor

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>$124.95</td>
<td>$162.45</td>
</tr>
<tr>
<td>Overtime-</td>
<td>$185.70</td>
<td>$241.45</td>
</tr>
<tr>
<td>Double Time-</td>
<td>$244.40</td>
<td>$317.70</td>
</tr>
</tbody>
</table>

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

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.

**INSTALLATION LABOR**

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>
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</table>

Freeman Supervision (30%/$45.00) = $
8% Tax = $
Total Installation = $

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.

**DISMANTLE LABOR**

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

Supervisor will be: ____________________________ Phone Number: ____________________________

<table>
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Freeman 
909 Newark Turnpike 
Kearny, NJ 07032 
(201) 299-7575 • Fax: (469) 621-5618 
FreemanNewYorkES@freemanco.com

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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<tbody>
<tr>
<td>Carpenter Labor</td>
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Freeman New York ES@freemanco.com

AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

Freeman New York ES@freemanco.com

For Assistance, please call 201-299-7575 to speak with one of our experts.

Carpenter Labor

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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.

**INSTALLATION LABOR**

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

Supervisor will be: ____________________________ Phone Number: ____________________________

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**DISMANTLE LABOR**

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Freeman New York ES@freemanco.com
NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012
COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: X
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 
For Assistance, please call 201-299-7575 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION
Freight will be shipped to Warehouse_________ Show Site_________ Date Shipped_________
Total No. of: ___________Crates ___________Cartons ___________Fiber Cases
Setup Plan/Photo: Attached_________ To Be Sent With Exhibit_________ In Crate No._________
Carpet: With Exhibit_________ Rented From Freeman_________ Color_________ Size
Electrical Placement: ___________ Drawing Attached_________ Drawing With Exhibit_________
Electrical Under Carpet_________
Comments:__________________________________________________
________________________
________________________
Graphics: With Exhibit_________ Shipped Separately_________
Comments:__________________________________________________
________________________
Special Tools/Hardware Required: ____________________________

OUTBOUND SHIPPING INFORMATION
SHIP TO: ____________________________________________________
________________________
________________________
________________________

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

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

FREIGHT CHARGES
☐ Prepaid ☐ Collect
Bill To: ____________________________________________________
________________________
________________________
________________________

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

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

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

(212008)
INSTRUCTIONS
- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Type: Cloth Banner ______ Metal or Wood ______ Other ______
- Shape: Square ______ Triangle ______ Rectangle ______ Other ______
- Size: Height ______ Length ______ Width ______
- Weight of Sign: ______________________
- Does Your Sign Require Electricity ______ Assembly ______
- Is Your Sign Designed to Rotate? ______ Yes ______ No ______

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

TOTAL COST -
Subtotal 8% Tax Total Cost
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

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

Exhibiting Company: ____________________________ Booth #: ______ 
Authorized Signature: ____________________________ Date: ______ 
Printed Name: ____________________________ Date: ______ 
E-Mail: ____________________________

Display House/Builder (if applicable): ____________________________
Authorized Signature: ____________________________ Date: ______ 
Printed Name: ____________________________ Date: ______ 
E-Mail: ____________________________

Please complete and return form to address listed at the top of this form.
Exhibiting in the global marketplace carries a unique set of logistical challenges. Fortunately, Freeman’s global transportation services make it easier to do business abroad. We provide inbound and outbound materials shipping, and our online tracking system enables you to verify the location of your packages at any time. We also coordinate customs and legal documentation, and provide on-site experts to help manage all your transportation requirements. When you entrust your shipping to Freeman, you can be confident that every detail will be taken care of, and you’ll receive just one invoice for all your Freeman services. We’ll make your show experience as worry-free abroad as it is at home.

Don’t forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.
Freeman can help you with your exhibit material movement across the world. We are proud to offer the following services:

- Local pick up and delivery of exhibit materials
- Global transportation of exhibit goods/materials
- Import customs clearance
- ATA Carnet entries
- Food and Drug Administration clearances
- Storage
- Federal Communications Commission clearances
- Outbound forwarding
- Outbound customs clearance
- Inbound domestic forwarding
- Local cartage/material handling

For more information regarding our services, rates, shipment deadlines, documentation requirements and the terms and conditions of our service offering, please e-mail us at global.freight@freemanco.com or call, toll-free: 866-570-7810 in North America, or + 800-3733-6266 from any other continent.
Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We’ve had more than 75 years of experience in the business, and we’re here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we’ve got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you’ll see why we’re the best in the business.

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

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

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

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

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

**questions?**

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).
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:**

**PICK UP INFORMATION**

Requested Pick Up Date:

**SHIPPER NAME**

**SHIPPER ADDRESS**

**DESTINATION**

☐ I will be shipping to the WAREHOUSE

FREE MAN / Exhibiting Company Name / Booth #
AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES
C/O: FREEMAN
4201 TACONY STREET
PHILADELPHIA, PA 19124
MUST BE DELIVERED BY NOVEMBER 06, 2012

☐ I will be shipping to SHOW SITE

FREE MAN / Exhibiting Company Name / Booth #
AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES
C/O: FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST
PHILADELPHIA, PA 19107-2299
CANNOT BE DELIVERED BEFORE NOVEMBER 14, 2012

**TYPE OF SERVICE**

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

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

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

09/11

---

**SHIPPING INFORMATION**

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ______________)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ________________)</td>
<td></td>
</tr>
<tr>
<td>Other ( ________________)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**OUTBOUND SHIPPING**

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

Ship to address:

<table>
<thead>
<tr>
<th>(City)</th>
<th>(State)</th>
<th>(Zip)</th>
</tr>
</thead>
</table>

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 # (212008)
RUSH
DO NOT DELAY
MUST DELIVER BY NOVEMBER 06, 2012

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
4201 TACONY STREET
PHILADELPHIA, PA 19124

WAREHOUSE

AM COUNCIL ON THE TEACHING OF
FOREIGN LANGUAGES

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.
<table>
<thead>
<tr>
<th>TO:</th>
<th>C/O:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITOR NAME</td>
<td>FREEMAN</td>
</tr>
<tr>
<td></td>
<td>PENNSYLVANIA CONVENTION CENTER</td>
</tr>
<tr>
<td></td>
<td>1101 ARCH ST</td>
</tr>
<tr>
<td>PHILADELPHIA, PA 19107-2299</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHOW SITE</th>
<th>SHOW SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM COUNCIL ON THE TEACHING OF</td>
<td>AM COUNCIL ON THE TEACHING OF</td>
</tr>
<tr>
<td>FOREIGN LANGUAGES</td>
<td>FOREIGN LANGUAGES</td>
</tr>
</tbody>
</table>

| BOOTH NO: ___ | NO. ___ OF ___ PCS | BOOTH NO: ___ | NO. ___ OF ___ PCS |

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
RUSH
DO NOT DELAY
MUST DELIVER BY NOVEMBER 06, 2012

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
4201 TACONY STREET
PHILADELPHIA, PA 19124

HANGING SIGN
AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES

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:
  - **Crate:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and restricted 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.
  - **Uncrate:** 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.

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

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

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

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

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

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

**Other available services** (may not be available in all locations)
- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
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 only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express are included in this category due to their delivery procedures.

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

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

( Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</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>$137.20</td>
<td>274.40</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$178.25</td>
<td>356.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$115.70</td>
<td>231.40</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$150.50</td>
<td>301.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$173.55</td>
<td>347.10</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$40.50</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.

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipments Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after November 06, 2012</td>
<td>$68.60</td>
<td>137.20</td>
</tr>
<tr>
<td>Show Site Shipment after November 16, 2012</td>
<td>$57.85</td>
<td>115.70</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$57.85</td>
<td>115.70</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$75.25</td>
<td>150.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$86.75</td>
<td>173.50</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or skidded Shipment</td>
<td>$57.85</td>
<td>115.70</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$75.25</td>
<td>150.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$86.75</td>
<td>173.50</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 1 Consolidated Shipment
  60 lbs. charged @ 200 lbs. $231.40 3 pieces (1 shipment)
  52 lbs. charged @ 200 lbs. $231.40 177 lbs. charged @ 200 lbs = $231.40
  65 lbs. charged @ 200 lbs. $231.40 = $694.20 Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.
To check on the arrival of freight, please call (215) 535-2110.
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.
CART SERVICE / PRIVATELY OWNED VEHICLES ONLY

SHOW SPECIAL
Maximum Weight 250 lbs. per cartload

Freeman is pleased to provide a cartload material handling service one way from the dock to your booth or your booth to dock for a charge of $115.80/trip in and $133.50 trip/out. This service will be available during move-in and move-out.

Cartload service is only available for Privately Owned Vehicles (POV’s) cars, small vans, 1/2 ton pick-ups and SUV’s.

Each cart will handle a load approximately 3’ wide x 5’ long and approximately 3’ high. Due to safety reasons, it will be the judgement of the Freight Supervisor if the load can go higher than 3 feet. No individual cart will be more than 250 lbs. in freight weight.

If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service and your delivery will be subject to published material handling rates.

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples includes pick-ups, passenger vans, taxis, limos, etc.

A cartload is eight (8) pieces or less (weighing less than 250 lbs. total). Multiple cartloads will not be allowed per vehicle.

Freight that is too large or heavy must be handled by Freeman at published material handling rates. No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, proceed directly to the loading dock and watch for Cartload Service signage.

Freight will be unloaded from the specific POV dock location designated by Freeman.
NAME OF SHOW: AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

COMPANY NAME: X

CONTACT NAME: X

PHONE #: X

E-MAIL ADDRESS: X

For Assistance, please call 201-299-7575 to speak with one of our experts.

### FORKLIFT RIGGING EQUIPMENT AND LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$496.50</td>
<td>645.45</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$676.20</td>
<td>879.05</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$825.50</td>
<td>1,073.15</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$595.80</td>
<td>794.45</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$811.40</td>
<td>1,054.85</td>
</tr>
<tr>
<td>3040102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$990.50</td>
<td>1,287.60</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td>$70.85</td>
<td>92.10</td>
</tr>
</tbody>
</table>

### INSTALLATION

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

Describe work to be done:

Sub-Total

Tax 8%

Total

### DISMANTLE

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

Describe work to be done:

Sub-Total

Tax 8%

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

<table>
<thead>
<tr>
<th>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</th>
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</table>

**NAME OF SHOW:** AM COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES / NOVEMBER 16-18, 2012

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (201) 299-7575 to speak with one of our experts.

<table>
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<tr>
<th><strong>METHOD OF SHIPMENT</strong></th>
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**FROM:** SHIPPER/EXHIBITOR NAME:

**BILLING ADDRESS:**

**CITY:**

**STATE/PROVINCE:**

**ZIP/POSTAL CODE:**

**SHIP TO:** COMPANY NAME:

**DELIVERY ADDRESS:**

**CITY:**

**STATE/PROVINCE:**

**ZIP/POSTAL CODE:**

**PHONE #:**

**ATTN:**

**SPECIAL INSTRUCTIONS:**

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

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

**SHIPPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR’S EXPENSE.**

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

**DESIRED NUMBER OF LABELS:**

05/10 (212008)
This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transocation. 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.

DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities involved in the furnishing of the services set forth herein. "Shipper" means any person or entity (other than Freeman) for whom the property is being transported, and includes its respective employees, officers, directors, agents, representatives, assigns, successors, and assigns of the Shipper. "Property" means all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Freeman has designated the goods to be delivered.

1. 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 the terms and conditions of this Contract shall govern their respective obligations regarding the transport, handling, storage and shipment of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments. Management and control of the property shall then have been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract, or its application to any person or circumstance is found to be invalid, illegal, or unenforceable in any respect, the remainder of the Contract shall continue in full force and effect.

2. 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. Any statement of returns, or transit time between the points of origin and destination, made in connection with the transportation of Shipper's property is for information purposes only. The consignment of the property is at the sole risk and responsibility of the Shipper. The 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.

3. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, including proper marking when appropriate. Freeman does not give any representation, warranty or representation regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or unsecured materials, or for the property not properly marked or identified or properly packed in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design that is reasonable and in keeping with the nature of the contents for handling for freight and similar means. Freeman makes no warranties with regard to the acceptability or suitability of any packaging system or procedure that Shipper uses for the property, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any event an act or omission could pose a threat to the health or safety of persons, property, or the public welfare in general, or any unfreezing, defrosting, handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty of any kind, express or implied, as to the suitability for the purpose described, or the probability of such damages.

4. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without refrigeration. If Shipper requests, including any contractors appointed by Freeman. The term "Shipper" means the person or business entity (other than Freeman) for whom the property is being transported, and includes its respective employees, officers, directors, agents, assigns, successor companies and related entities involved in the furnishing of the services set forth herein. For shipments of property to or from any property other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, than with reasonable dispatch.

5. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is unable to deliver a shipment because of a wrong or faulty address or property, Freeman's liability shall be determined as follows:

(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 the Shipper, or to any other person, if, in Freeman's discretion, it receives notice that the property was refused.

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

(c) If Freeman does not receive a delivery instruction within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive delivery instructions within 10 days of that notification, Freeman may, at its option, sell the shipment without further notice and retain the proceeds from sale of the property and any returned freight charges, if paid, shall be the property of the property owner. Upon receiving the proceeds, Freeman shall be entitled to retain such amount as its handling and storage charges, if applicable, shall be paid to the owner of the property. Any amount remaining after such storage and handling charges are paid, shall 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, or its option, to sell the property under the terms of this paragraph in any manner as it may see fit. Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignee's designated agent to do so, Freeman shall dispose of the property in reliance on the authority of the Consignee, Consignee's designated agent or any other person having or purporting to have such authority. The Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Shipper does not, Shipper's reimbursement for loss or damage is limited to a maximum declared value of $25.00 per package unless otherwise indicated. Shipper is held harmless for the loss or damage 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 WALTER COUPON IS bm4525. OA PER LB OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom Shipper’s property is transported, whether directly or indirectly, and includes consignor, consignee, and their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only those persons directly employed by or for the benefit of Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered.

2. CONSIDERING THE AGREEMENT, in exchange for Shipper

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT are limited. Freeman is responsible for the satisfactory performance of all those services which it directly provides under this Contract. Freeman shall not be liable for events or results of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, act of public officials, civil commotion, commotion, civil disturbance, terrorism, war, riot, damage to or destruction of property by the governmental authorities, or acts or omissions of third parties. This limitation shall bind the parties.

4. PACKAGING, AND CRATES. Property must be packaged for safe and secure handling. Crates and packaging should be in a condition to adequately protect contents for handling by freight, sea, air, rail, or road. Freeman shall not be responsible for damage to loose or unsecured materials, packages, or damaged property. This Commercial Package Agreement and the National Motor Freight Classification, published by the National Motor Freight Traffic Association. Property shall be well packaged for safe and secure handling. Freeman shall not be responsible for damage to loose or unsecured materials, or damages to Shipment from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, or other similar costs (including freight charges not covered by the sale of the goods). If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

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

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, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE DELIVERY, TIME LOST DUE TO DEFECTIVE OR INADEQUATE PACKAGE, TIME LOST DUE DUE TO DEFECTIVE OR INADEQUATE PACKAGE, CONTAINER, OR DAMAGES ARISING FROM OR RELATED TO DELIVERY, COMPLETE OR OTHER
MATERIAL HANDLING

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

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Decorating Corporation, its employees, officers, agents, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. PACKAGING/Crates AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpentry, drywall, 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. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibit. Any such time between the delivery of materials from Freeman's warehouse or to Freeman 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 a warrantee carrier's shipping instructions and Exhibitor is responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEUERE. 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 three (3) business days after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Freeman will be prepared to receive Exhibitor's written claim, or claims, for loss or damage within thirty (30) days after receipt of such claims. 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 portion thereof, for its services or equipment for or against any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive MAXIMUM liability for loss or damage to Exhibitors materials and Exhibitor's property is limited to the lesser of $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 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 THE HAZARDS AND DANGERS OF TRUCKING OPERATIONS. YOU ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS ALL 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.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS. ANY AND 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, and 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 negligence 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 or during the contract relationship but not limited to the unauthorized alteration, or negligent handling of Freeman’s equipment; Exhibitor’s violation of Federal, State, County or Local ordinances; and Exhibitor’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's 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 Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code.
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, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

- **Order your labor early**
  - If you have an oversized booth (larger than 300 square feet) you **have to use** the labor supplied by either the Appointed Decorator of the show or your own Exhibitor Appointed Decorator (EAC) to build your booth. **Order your labor early!!** Do not wait until you are in the Pennsylvania Convention Center (PCC). There is always a substantial price difference between early ordering and on site ordering. It will be cheaper for you to order your labor beforehand. Check with the Appointed Decorator for pricing.
  - Ordering your labor early will also increase your efficiencies when in the PCC. By preordering your labor you can schedule the time that you will need the men in your booth. If you wait until you are on site, you will be at the mercy of the availability of the men and may have to wait some time until the men can start in your booth.
  - Order your Electrical needs early. This again will save you in costs and efficiencies. By preordering your Electrical needs, you will not have to wait to start building your booth and its many components (floor coverings, etc…) until the electric is laid. It is also cheaper to order in advance than it is on site.

- **Set the computers**
  - You have the right in the PCC to set the computers, components and all peripherals in your booth. There is no booth size limitation to this rule. You will not need any union labor to set the computers in your booth. If you are renting the computers, components and peripherals you may still set them up.

- **Rent equipment from your Show Appointed Audio/Visual Vendor**
  - If you need to rent computer equipment (monitors, etc…) for your exhibit booth and you are electing to not install it, use the appointed AV vendor for your show. The rental price will be comparable to an outside company but the labor cost will be significantly lower if you use the appointed vendor. When an outside company comes into the building, they are required to use union labor and at a four (4) hour minimum. **Your Show Appointed AV vendor** will be able to utilize his labor in multiple booths thereby **billing you per hour** – not a four (4) hour minimum. When a non-appointed AV vendor comes in, they can not utilize their labor in multiple booths because they are here specifically for you, so they have to include the four (4) hour minimum in their bill. This is for both the set up of the show and the dismantling of it. If you were to need two men to set your equipment, you are facing sixteen (16) hours of labor when you use a non-appointed AV vendor to hang one large plasma screen in your booth.
Frequently Asked Questions
Exhibitors

LOADING DOCK

• “If I drive to the Pennsylvania Convention Center (PCC), will I be allowed to unload my car?”
  ➢ Yes, an Exhibitor or fulltime employees of an exhibitor may unload their personally owned vehicle (POV) from the loading dock area. An Exhibitor may not unload a commercially registered vehicle (company vehicles or rented vehicles).

• “Am I restricted to only one trip from my POV?”
  ➢ No, you may make as many trips as necessary to unload your POV.

• “Am I restricted to only what I can carry in my arms?”
  ➢ No, you may use your own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be allowed.

• “I am in an oversized booth (over 300 square feet), can I still unload my POV?”
  ➢ Yes, your booth size is irrelevant when unloading your POV.

EXHIBIT BOOTH SET UP/TEAR DOWN

• “I have a booth that is 300 square feet, in most Convention Centers I am not allowed to set up or tear down my booth. Is this the case in Philly?”
  ➢ No, in any booth 300 square feet or smaller, an Exhibitor or fulltime employees of an exhibitor may set up and tear down their booth. You have the right to use hand tools but may not use battery powered or electrically powered tools, nor may you use any sized ladders. If your booth space rented is larger than 300 square feet you must set your booth up through the Show
appointed Contractor or through your own Exhibitor Appointed Contractor (EAC).

- “Can I hang signs and graphics in my booth?”
  - Absolutely, an Exhibitor or fulltime employees of an exhibitor may hang signs or graphics and even install floor coverings in a booth of 300 square feet or less.

- “At most other Convention Centers I am limited to how many employees I can use to set my booth. Is this the case in Philly?”
  - No, there is no restriction to the number of people used to set these booths, the only stipulation is that they are either the Exhibitor themselves or fulltime employees of the Exhibiting company.

- “Is there a limit to the amount of time I can spend setting up my booth?”
  - There is no restriction to the amount of time that Exhibitors or employees are allowed to be in the booth while setting up or tearing down. You may spend all of the time allotted for Exhibitor move in, in your booth setting up.

- “I am planning on spending long hours in my booth with my employees setting up. Am I able to bring in food and feed my employees”
  - Yes, you may provide meals for your employees. You can either bring in your own food or go outside of the PCC and bring food back into your booth while setting up and tearing down.

**COMPUTERS**

- “I have many computers and monitors that are going into my booth. Is my IT staff allowed to come in and set my computers?”
  - Absolutely, all Exhibitors or fulltime employees of an exhibitor may set up and connect their computers, computer components and all peripherals without limitation.
FAQs cont.

- “Does my booth have to be less than 300 square feet for me to install and connect my computers?”
  - No, for the installation, connection and removal of computers, there is no limitation to booth size for Exhibitors.

- “What is a quick tip so I can save money?”
  - If you are going to rent AV equipment for your booth, rent that equipment through the show appointed AV vendor. They will be able to save you money on the labor charge. If you use an outside company to provide your AV needs, you will be charged for a four hour minimum labor call to set up your components and another four hours to take them down. If the set up requires two men you will be charged four hours for each man. The show appointed contractor will be able to bill you per hour and you would avoid the four hour minimum.
Ordering your Client Utility Services *On-Line* at the Pennsylvania Convention Center, It’s as easy as....

**ONE...**

Select your Event and enter your Booth Number...

**TWO...**

Select the services For one or more booths, add them to your virtual shopping cart

**THREE...**

Check-out and pay In our secure e-commerce Environment

It’s that simple!

The Pennsylvania Convention Center serving our customers 24 hours a day, 7 days a week.

paconvention.com 1101 Arch Street Philadelphia, PA 19107 215-418-4700
ELECTRIC SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _______________________________ Booth No.: __________

Address: ___________________________________________ Event: _________________

City: ___________________________________________ State: ___ Zip: ________________

Exhibitor Contact Name: _____________________________ Title: __________________

Phone: ( ) ___________________ FAX: ( ) ___________________ E-Mail: _______________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa   [ ] MasterCard   [ ] Amex   Account Number: _________________________ Exp Date: __________

Print Card Holder’s name: ______________________________ Signature: _______________

Check enclosed #: ________________________________ Amount: _____________________

STANDARD 120 VOLT SERVICE

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>24 HR ADD 50%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>500 watt service</td>
<td>$100.00</td>
<td>$145.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 watt service</td>
<td>$130.00</td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000 watt service</td>
<td>$170.00</td>
<td>$235.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Call for availability and quote)</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

FOR EXTENSIVE ELECTRIC SERVICES IN THE GRAND HALL – PLEASE CALL FOR QUOTE

208 VOLT MOTOR/MACHINERY & DISTRIBUTION SERVICE

Labor order and floor plans required for 208v Services. Labor and material charges will apply.

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>24 HR ADD 50%</th>
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<tr>
<td>1</td>
<td>30 amps single phase</td>
<td>$360.00</td>
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<tr>
<td></td>
<td>60 amps single phase</td>
<td>$590.00</td>
<td>$780.00</td>
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<tr>
<td></td>
<td>100 amps single phase</td>
<td>$845.00</td>
<td>$1,200.00</td>
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<tr>
<td></td>
<td>30 amps three phase</td>
<td>$490.00</td>
<td>$650.00</td>
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<tr>
<td></td>
<td>60 amp three phase</td>
<td>$730.00</td>
<td>$960.00</td>
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<tr>
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<td>100 amps three phase</td>
<td>$1,145.00</td>
<td>$1,490.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Call for availability and quote)</td>
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</tr>
</tbody>
</table>

RENTAL LIGHTS

Price includes power/installation/one time focus on Straight Time with lighting grid

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8’ Track w/3 90 watt Halogen Lamps 10 mounting bar included</td>
<td>$175.00</td>
<td>$255.00</td>
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</tr>
<tr>
<td></td>
<td>Each additional track lamp</td>
<td>$20.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 Watt Par Can Mounted from Ceiling 20’ off floor</td>
<td>$600.00</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Services (Call for availability and quote)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fax completed service order form along with floor grid and labor form to PCCA Utility Services Department at 215-418-4805

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA ELECTRIC SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed. Illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders complete with payment in full received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or it's Sub-contractors.
   c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.
ELECTRIC LABOR ORDER

Exhibiting Firm: ___________________________ Event Name: ___________________________

Address: __________________________________ Booth Number: __________________________

City: ___________________________ State: ___________ Zip: ___________________________

Exhibitor Contact Name: ___________________________ Title: ___________________________

Phone: ( ) ___________________ FAX: ( ) ___________________ E-Mail: ___________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: ___________________________ Exp Date: ___________

Print Card Holder's Name: ___________________________ Signature: ___________________________

(PLEASE CHECK WORK REQUIRED) Only PCC contracted electricians under IBEW Jurisdiction perform the electrical installations listed below.

☐ Electrical Distribution from Service Origination
   (material charge will apply)

☐ Data Cabling Distribution
   call for further information on available services

☐ 208 and 480 volt Service Connections to Equipment
   (material charge may apply) Give Panel Location.

☐ Installation of Display Lighting Fixtures
   (Refer to Exhibitor Rights for work exhibitors may perform)

☐ Installation of Suspended Illuminated Electrical Signs
   submit diagram with hanging points, weight, dimensions
   (lift equipment and material charges will apply)

☐ Installation Exhibitors Suspended Truss, Motors, Lights
   submit diagram with hanging points, weight, dimensions
   (lift and material charges will apply)

☐ Overhead 120Volt, 208/480 Service
   (lift and material charges will apply)

☐ Co Axial Distribution Under Carpet/Booth to Booth
   EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS

☐ Assembly, Dismantling Cabling of Roof Satellite Dishes
   (except small dishes that are pre-assembled on trailers)
   EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS

☐ OTHER ___________________________

□ PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET
   ATTACH SCALED OR MeASURED FLOOR PLAN WITH ELECTRICAL/DATA SERVICES LOCATION.
   INSTALLATION BASED ON PUBLISHED MOVE IN SCHEDULE.

☐ PROCEED UNDER SUPERVISION ☐ EXHIBITOR ☐ EAC
   REQUESTED LABOR IS GUARANTEED THE START OF THE WORKDAY (8:15AM). OTHER TIMES BASED ON AVAILABILITY OF LABOR.

☐ Distribution under Carpet on Date: ___________ Time: ___________

☐ Connection to 208/480 Service Date: ___________ Time: ___________

☐ Overhead Electrical Sign Install Date: ___________ Time: ___________

Download Electric Floor Grid at http://iebms.paconvention.com/home2/planners/services/electrical.asp & Fax completed floor grid and labor form to PCCA Utility Services Department at 215-418-4805

**PLEASE CONTACT THE PCCA UTILITY SERVICES DEPARTMENT AT 215-418-4800 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT**

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
WATER & COMPRESSED AIR SERVICE ORDER
(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: ___________________________ Booth No.: __________
Address: ____________________________________________

City: ___________________________ State: ___________ Zip: ______

Exhibitor Contact Name: ___________________________ Title: __________
Phone: ( ) ___________________ FAX: ( ) ___________________ E-Mail: ___________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex
Account Number: ___________________________ Exp Date: __________

Print Card Holder’s name: ___________________________ Signature: ___________________________

Check enclosed #: ___________________________ Amount: ___________________________

Rate includes installation to back center of booth

<table>
<thead>
<tr>
<th>Qty</th>
<th>Service</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/2&quot; Main Airline w/ Shutoff*</td>
<td>$225.00</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 1/2&quot; Airline Connection*</td>
<td>$90.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*CFM (must be filled in to complete order)</td>
<td>$4.00 each</td>
<td>$8.00 each</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/2&quot; Water line w/ Shutoff</td>
<td>$150.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/2&quot; Additional Water line w/ Shutoff</td>
<td>$90.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3/4&quot; Drain line</td>
<td>$135.00</td>
<td>$185.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3/4&quot; Additional Drain line</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Fill &amp; Drain up to 200 gal.</td>
<td>$125.00</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 100 gal. Water Fill &amp; Drain – Labor Additional</td>
<td>$50.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prep Sink (Water &amp; Drain Additional)</td>
<td>$90.00</td>
<td>$120.00</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total

8% Sales Tax

TOTAL

PLUMBING LABOR FOR CONNECTION, FILL & DRAIN
Weekdays 8am - 4:30pm $90.00 per hr/ Weekdays after 4:30pm & all day Sat $135.00 per hr.
All day Sun/Holidays $180.00 per hr.

[ ] AUTHORIZED TO LAY LINES UNDER CARPET -- WITHOUT EXHIBITOR SUPERVISION
PER AN ATTACHED FLOOR PLAN CREDIT CARD AUTHORIZATION MUST BE COMPLETE AND PLUMBING FLOOR PLAN ATTACHED

[ ] PROCEED - UNDER EXHIBITOR SUPERVISION . per attached floor on date & time indicated below
Exhibitor must report to the PCC Service Desk to sign out labor CREDIT CARD AUTHORIZATION MUST BE COMPLETED.

Install lines under carpet Date _______ Time: _______ To make final connections Date _______ Time:

START TIME REQUESTED GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE START OF THE WORKDAY, 8:15AM UNLESS THE OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.

*ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE*

RATES EFFECTIVE JANUARY 1, 2012 — RATES SUBJECT TO CHANGE
PCCA WATER & COMPRESSED AIR SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
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   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4795 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
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   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
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   c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
## TELECOMMUNICATIONS SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: ___________________________ Booth No.: __________

Address: ___________________________ Event: ___________________________

City: ___________________________ State: __________ Zip: __________

Exhibitor Contact Name: ___________________________ Title: ___________________________

Phone: ( _____ ) __________ FAX: ( _____ ) __________ E-Mail: ___________________________

### CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa   [ ] MasterCard   [ ] Amex   Account Number: ___________________________ Exp Date: __________

Print Card Holder’s name: ___________________________ Signature: ___________________________

Check enclosed #: ___________________________ Amount: ___________________________

### PHONE SERVICE (originates at back of booths, labor & materials required for other location. Island & Peninsula Exhibits)

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
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<tbody>
<tr>
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<td>Analog Voice Line</td>
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<tr>
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<td>FAX/Credit Card Terminal Line</td>
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<td>Multi Line Phone &amp; Line</td>
<td>$395.00</td>
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<td>Standard ISDN BRI Line – call usage charges may apply</td>
<td>$550.00</td>
<td>$600.00</td>
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<tr>
<td></td>
<td>Single Line Telephone Set Rental</td>
<td>$15.00</td>
<td>$25.00</td>
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### D-MARK EXTENSION (ordered by customer from local carrier and extended by PCCA to room or booth)

For High Speed Internet & Networking Services refer to the Internet Service Order or call (215) 418-4800

<table>
<thead>
<tr>
<th>QTY</th>
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<th>ADVANCE</th>
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<tbody>
<tr>
<td></td>
<td>Extend ISDN to Booth/Room</td>
<td>$350.00</td>
<td>$400.00</td>
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</tr>
<tr>
<td></td>
<td>Extend POTS Line to Booth/Room</td>
<td>$175.00</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend T-1 to Booth/Room</td>
<td>$600.00</td>
<td>$700.00</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER CALL FOR QUOTE**

Show General Location of Jacks in Booth: ___________________________

Attach Floor Plan as required. Attach Verizon confirmation when requesting Extended D-Mark.

### OTHER SERVICES & BUSINESS FEATURES

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Voice Mail</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call Waiting</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER TELECOM SERVICES PLEASE CALL FOR QUOTE**

TO ORDER ON-LINE VISIT OUR WEBSITE AT [WWW.PACONVENTION.COM](http://www.paconvention.com)

### RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA TELECOMMUNICATIONS SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its sub-contractors.
   c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.
   g. Customers will be charged the applicable usage for calls made via ISDN line service.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
INTERNET SERVICE ORDER
(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: ___________________________ Booth No.: ____________

Address: ____________________________________________ Event: ______________

City: __________________ State: ______________ Zip: __________

Exhibitor Contact Name: ___________________________ Title: ______________

Phone: (______) ___________________ FAX: (______) _______________ E-Mail: _______________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: ___________________________ Exp Date: __________

Print Card Holder’s name: ___________________________ Signature: __________________________

Check enclosed #: ___________________________ Amount: __________________________

INTERNET SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TURBOLINK Service at 5mb</td>
<td>$4,200.00</td>
<td>$4,725.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes 15 public IP addresses and one</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16-port data switch.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FASTLINK Service at 3mb</td>
<td>$2,700.00</td>
<td>$3,225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes 10 public IP addresses and one</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16-port data switch.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PUBLIC Internet Service at 1.5mb</td>
<td>$1,365.00</td>
<td>$1,680.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes connections for (2) devices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and an 8-port Ethernet switch.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This service will accommodate more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>technical Internet functions (e.g. web</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>hosting and VPNs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Public Connections</td>
<td>$210.00</td>
<td>$263.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Each device requires a connection via</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) IP address. Public Internet Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>must be ordered first.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PREMIUM Internet Service at 1.5mb</td>
<td>$1,140.00</td>
<td>$1,365.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes connections for (2) devices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and an 8-port Ethernet switch.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This service will accommodate general</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internet functions (e.g. surfing, viewing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>websites, checking email)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STANDARD Internet Service at 784kb</td>
<td>$885.00</td>
<td>$1,140.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes connections for (2) devices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and an 8-port Ethernet switch.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This service will accommodate general</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internet functions (e.g. surfing, viewing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>websites, checking email)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Premium/Standard Connections</td>
<td>$158.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Each device requires a connection via</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) IP address. Premium/Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internet Service must be ordered first.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Point-to-Point VLAN connection</td>
<td>$630.00</td>
<td>$840.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– This service is inclusive of the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>origination and destination points.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This service is not internet access.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HIGHER BANDWIDTH PACKAGES AND ADDITIONAL SERVICES ARE AVAILABLE

CALL FOR QUOTE – 215.418.4800
Attach Floor Plan as required

<table>
<thead>
<tr>
<th></th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8% Sales Tax</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
   c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
   d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
   e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
   f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
   g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC’s network will be disconnected from the network with or without prior notice at PCC’s discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
   h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
   i. It is the responsibility of the client to provide the following:
      1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
      2. Network Driver: TCP/IP
      3. Proper configuration of computer equipment for TCP/IP connection.
      4. Electrical service for your booth, room, or service location.
   j. To insure availability, all Internet orders must be received 21 days before the move in of event. Availability for orders received after that time cannot be guaranteed.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
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   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE JULY 1, 2011 THROUGH DECEMBER 31, 2011
RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2175
Fax: (215) 418-4713
avservices@paconvention.com

AUDIO VISUAL SERVICE ORDER
(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: ____________________________ Booth No.: __________
Address: ____________________________________
City: __________________ State: __________ Zip: __________
Exhibitor Contact Name: ___________________ Title: __________
Phone: ( ) ___________________ FAX: ( ) __________
E-Mail: __________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: __________________________ Exp Date: __________

Print Card Holder's name: ___________________ Signature: ________

Check enclosed #: ___________________ Amount: __________

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

<table>
<thead>
<tr>
<th>PRESENTATION EQUIPMENT</th>
<th>Qty</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' Tripod Screen</td>
<td></td>
<td>$75.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>8' Tripod Screen</td>
<td></td>
<td>$120.00</td>
<td>$170.00</td>
<td></td>
</tr>
<tr>
<td>32' or 54&quot; Projection Video Cart w/ Drape</td>
<td></td>
<td>$60.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>Flipchart w/ Markers and Pad</td>
<td></td>
<td>$75.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>Whiteboard w/ Markers &amp; Erasers</td>
<td></td>
<td>$60.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>LCD FLAT PANEL DISPLAYS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17&quot; LCD Flat Panel Monitor (Data ONLY)</td>
<td></td>
<td>$225.00</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td>20&quot; LCD Flat Panel Monitor (Data ONLY)</td>
<td></td>
<td>$300.00</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td>24&quot; LCD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$525.00</td>
<td>$620.00</td>
<td></td>
</tr>
<tr>
<td>32&quot; HD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$750.00</td>
<td>$875.00</td>
<td></td>
</tr>
<tr>
<td>42&quot; HD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$1,000.00</td>
<td>$1,175.00</td>
<td></td>
</tr>
<tr>
<td>52&quot; HD Flat Panel Display (Data &amp; Video) Black</td>
<td></td>
<td>$1,300.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>Large LCD Flat Panel Displays available</td>
<td></td>
<td>Call for Pricing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Stand or Table Top Stand (circle one)</td>
<td></td>
<td>$25.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>LCD PROJECTORS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4,500 Lumen LCD Projector</td>
<td></td>
<td>$1,000.00</td>
<td>$1,100.00</td>
<td></td>
</tr>
<tr>
<td>LAPTOPS &amp; DESKTOP COMPUTERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptops and Desktops available</td>
<td></td>
<td>Call for Pricing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUDIO/VIDEO EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>160 Watt Self Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$195.00</td>
<td>$245.00</td>
<td></td>
</tr>
<tr>
<td>300 Watt Self Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$255.00</td>
<td>$305.00</td>
<td></td>
</tr>
<tr>
<td>Dynamic Microphone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Stand or Table Top (circle one)</td>
<td></td>
<td>$90.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Handheld Microphone</td>
<td></td>
<td>$330.00</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Lavaliere Microphone</td>
<td></td>
<td>$330.00</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Headset Microphone</td>
<td></td>
<td>$330.00</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>DVD Player (single disc)</td>
<td></td>
<td>$135.00</td>
<td>$185.00</td>
<td></td>
</tr>
<tr>
<td>½&quot; VHS Video Cassette Player/Recorder</td>
<td></td>
<td>$135.00</td>
<td>$185.00</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL EQUIPMENT: ____________________________________________
_________________________________________________________________
_________________________________________________________________

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE

ON SITE CONTACT INFORMATION:
On-site Contact Name: _______________________
Cell Phone Number: _______________________
Delivery Date/Time: _______________________
Pick-up Date/Time: _______________________

TOTAL CHARGES

<table>
<thead>
<tr>
<th>EQUIPMENT SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8% SALES TAX</td>
</tr>
<tr>
<td>LABOR SERVICES</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT DUE

SPECIAL INFORMATION:

Please contact the Audio Visual Services Department (215.418.2175) to order additional equipment.

Labor Services will be charged at a minimum of 1 hour for set up and 1 hour for strike at the prevailing stagehand rate for exhibit hall booth equipment. Large equipment orders may require more labor time – please call the Audio Visual Services Department to confirm.

A representative from your company must be on hand to sign for the equipment.
PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.
   a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
   b. For services and equipment not listed on the Service Order Form, please call the PCCA’s Audio Visual Services Department at (215) 418-2175 or e-mail avservices@paconvention.com.
   c. Completed Service Order Forms should be submitted to PCCA Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority (PCCA), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor, and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
   b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer.
   c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   d. Cancellation of services must be received by PCCA’s AV Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
   e. Labor rates are based on current prevailing wages and are subject to change. Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).
   f. It is the Customer’s responsibility to advise PCCA’s AV Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
   g. Claims regarding services provided by the PCCA should be filed by Customer within 90 days of receipt of a final invoice.
   h. Requests for refunds of overpayments must be submitted to PCCA’s Finance Department within 90 days of receipt of the final invoice.
   i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   j. For companies exempt from sales tax, PCCA requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS
   a. A representative of Customer must be present to sign for delivery of equipment.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its sub-contractors.
   c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards.
   d. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   e. It is understood and agreed that Customer is renting PCCA’s equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCCA in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCCA of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer’s care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCCA in each instance. Services provided may not be shared by multiple exhibitors.
   f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCCA Service Desk.
   g. PCCA will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCCA. PCCA will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer’s use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCCA, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
   h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _________________________________ Date: _________________________________

Company Name: ___________________________ Booth No: ___________________________
# AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: ____________________________ Meeting Room: __________________________

Address: ____________________________________________ Event: __________________________

City: ____________________________ State: __________ Zip: __________

Exhibitor Contact Name: ____________________________ Title: __________________________

Phone: (________) ____________ FAX: (________) ____________ E-Mail: __________________________

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

[ ] Visa   [ ] MasterCard   [ ] Amex   Account Number: ____________________________ Exp Date: __________________________

Print Card Holder's name: ____________________________ Signature: __________________________

## AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)

<table>
<thead>
<tr>
<th>PRESENTATION EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projection</td>
<td></td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>34” or 54” Projection Video Cart w/Drape</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>56” Safelock Stand</td>
<td></td>
<td>$15.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Laser Pointer</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Flipchart w/Markers &amp; Pad</td>
<td></td>
<td>$25.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Whiteboard w/Markers &amp; Eraser</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Computer/Mouse</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>10’x16’ Black Pipe and Drape (price per section)</td>
<td></td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>6’ Tripod Screen</td>
<td></td>
<td>$25.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>8’ Tripod Screen</td>
<td></td>
<td>$40.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>10’ Cradle Screen</td>
<td></td>
<td>$80.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>Larger Screens Available</td>
<td></td>
<td>Call for Pricing</td>
<td></td>
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</table>

## VIDEO & DATA DISPLAY EQUIPMENT

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,500 Lumen LCD Projector</td>
<td></td>
<td>$425.00</td>
<td>$450.00</td>
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</tr>
<tr>
<td>32” HD Flat Panel Display</td>
<td></td>
<td>$250.00</td>
<td>$310.00</td>
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<tr>
<td>42” HD Flat Panel Display</td>
<td></td>
<td>$350.00</td>
<td>$450.00</td>
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<tr>
<td>52” HD Flat Panel Display</td>
<td></td>
<td>$450.00</td>
<td>$600.00</td>
<td></td>
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<tr>
<td>DVD Player (single disc)</td>
<td></td>
<td>$45.00</td>
<td>$70.00</td>
<td></td>
</tr>
</tbody>
</table>

## AUDIO EQUIPMENT *

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>Dynamic Microphone (sm58)</td>
<td></td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Condenser Lavaliere Microphone</td>
<td></td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Floor Microphone Stand or Table Top Microphone Stand</td>
<td></td>
<td>$5.00</td>
<td>$10.00</td>
<td></td>
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<tr>
<td>Gooseneck for Podium</td>
<td></td>
<td>n/c</td>
<td>n/c</td>
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<tr>
<td>Wireless Handheld Microphone or Wireless Lavaliere Microphone</td>
<td></td>
<td>$115.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>Compact Disc (CD) Player</td>
<td></td>
<td>$45.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>6-Channel Audio Mixer</td>
<td></td>
<td>$60.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>16-Channel Audio Mixer</td>
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<td>$150.00</td>
<td>$175.00</td>
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<tr>
<td>Press Mult Box</td>
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<td>$95.00</td>
<td>$120.00</td>
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<tr>
<td>Direct Box</td>
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<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Computer Audio Patch</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>House Audio Patch Fee (per room section/per day)</td>
<td></td>
<td>$50.00</td>
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<tr>
<td>160 Watt Self-Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$65.00</td>
<td>$90.00</td>
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<tr>
<td>300 Watt Self-Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$85.00</td>
<td>$110.00</td>
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</table>

## LAPTOP COMPUTERS

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
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<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer</td>
<td></td>
<td>$125.00</td>
<td>$175.00</td>
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## TOTAL CHARGES

<table>
<thead>
<tr>
<th>EQUIPMENT SUBTOTAL</th>
<th>8% SALES TAX</th>
<th>LABOR SERVICES (PLEASE SEE SPECIAL INFORMATION)</th>
<th>TOTAL AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL INFORMATION:** Please contact the Audio Visual Services Department (215.418.2175) to discuss your estimate for labor services and to order additional equipment.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA AUDIO VISUAL SERVICE ORDER (DAILY RATES FOR MEETING ROOMS)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.
   a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
   b. For services and equipment not listed on the Service Order Form, please call the PCCA’s Audio Visual Services Department at (215) 418-2175 or e-mail avservices@paconvention.com.
   c. Completed Service Order Forms should be submitted to PCCA Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority (PCCA), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor, and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
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   g. PCCA will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCCA. PCCA will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer’s use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCCA, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
   h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _______________________________  Date: _______________________________
Company Name: _________________________  Meeting Room: ______________________

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
**SPECIALITY SERVICES**

**Old City Coffee Service**
Espresso Service, Specialty Coffee & Tea Service,
Please contact an ARAMARK SFS Sales Manager for additional information.

**Oasis Island Machine**
Frozen Ice Drinks
Single Flavor Machine $175 per day
Includes machine, 8-oz cups, spoons and napkins.
Dimensions: 2' deep X 1' wide
$150 attendant fee for minimum 4 hours of service

**Popcorn Machine**
includes tabletop machine, popcorn, oil/butter and 1,000 bags. $130 daily machine rental, $135 for each popcorn kit (serves approximately 70 6-oz bags), $150 attendant fee (per four hours, four hour minimum). Requires 110-volt/2000 watts connection or for the larger machine, 110-volt/30amp connection (based on machine availability).

**Electric Water Cooler**
Initial Water Cooler Rental $100 each
Electric cooler, 5-gallon water tank & cups
Additional five-gallon water jugs $35 each

**Philadelphia Soft Pretzels**
Served with Spicy and Yellow Mustard

**Pour Over Coffee Machine**
Initial Coffee Machine Rental $200 per machine
Setup includes coffee maker, 2-pour over coffee pots, one 5-gallon water tank, eight coffee packets, two decaf packets, flavored teas and PC condiments.
Dimensions: 1’ deep X 2’ wide
Coffee Kit Refills $115 each
One 5-gallon water tank, eight coffee packets, two decaf packets, flavored tea bags, & PC condiments

**Ice Cream Novelties**
Ice Cream Freezer Rental $100 per day
Nutty Buddies, Fudgesicles, Creamsicles, and Ice Cream Sandwiches $3.50 each

**Requires a dedicated 110-volt electrical connection, contact ARAMARK SFS Sales Manager for specific details**

**A LA CARTE & BOXED LUNCHES**

**BEVERAGES**
Coffee, Tea or Decaf
$52 per gallon
**Serves 10 12oz cups**

Unsweetened Iced Tea, Lemonade, or Fruit Punch
$40 per gallon

Assorted Bottled Fruit Juices
$3.00 Each

Soft Drinks & Bottled Water
$3.00 each

Powerade
$4.00 Each

Chilled Starbucks Frappuccino
$5.50 Each

**ICE**
Bag of Ice
$10 per 10lb.bag

**BAKERIES**
Bagels, Danish $45 per dozen
Muffins, Donuts $48 per dozen
Sliced Breakfast Breads $45 per dz
Croissants $80 per dozen
Fresh Baked Cookies $38 per dozen
Brownies $38 per dozen
Sticky Buns(Plain or Raisin)$45 per dz

**SNACKS**
Individual Bags of Snacks
**Potato Chips, Pretzels, Popcorn $2.75 Each**

Philadelphia Famous TastyKakes $57 per dozen
Whole Fruit
$2.50 Each

**Assorted Mini Cupcakes $35.00 per dozen**
M&M’s, Hershey Kisses $10 per pound
Chocolate Dipped Strawberries $40 per dozen
Mini-Italian Hoagies (3-inch) $66 per dozen

**BOXED LUNCH**
Choice of: Ham, Turkey, Roast Beef, or Tuna Salad, or Vegetarian Sandwich
**Includes: Chips, Whole Fruit, Cookie, and Soda**
Please contact ARAMARK SFS Sales Manager for Pricing
ORDERING INFORMATION

This menu is for use on the exhibit floor only. If you are placing an order for a meeting room, please call the ARAMARK Sales Department for Catering Menus.

Ordering
Our 20-Day Deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the time requirement will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received 20 BUSINESS DAYS prior to the first show day or a 10% late charge will be applied. Changes and/or cancellations must be received 3 BUSINESS DAYS in advance of first show day. NO cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late charge. Late changes will also be subject to approval by the ARAMARK Sales Department based upon availability of product and staff.

Payment Policy
ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS

Delivery Charge
A $45.00++ charge will apply to all original orders subtotalling less than $100.00

Tax & Service Fee
All food and beverage pricing is subject to a 21% administrative fee and 8% sales tax. All equipment charges are subject to a 8% sales tax only.

Pricing
All prices are subject to change without prior notification.

Special Orders
We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context etc., is subject to special pricing.

Service Personnel
When ordering ARAMARK personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Also, ARAMARK personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning, such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware
Due to the amount of space available for booth service catering, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. If you require china service, there will be an additional fee. Please note: If China service is ordered, it is required that service personnel also be ordered to work in your exhibit location. This will allow for continual clean-up, so that your area remains presentable throughout the day.

Beverage Service
Initial beverage delivery includes: bowl of ice, ice scoop, cups and napkins. Additional ice refreshes are $25.00 per delivery. Beverage barrels are available for an additional charge of $50.00/ day. Each beverage barrel holds approximately 50 beverages.

Tables & Electric
ARAMARK SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs please contact Utility Services with the Pennsylvania Convention Center Authority

Unauthorized Food & Beverage
ARAMARK SFS is the Exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Pennsylvania Convention Center without approval from ARAMARK and appropriate waiver/corkage fees paid to ARAMARK. Contact an ARAMARK/sfs Sales Manager for Sampling Guidelines and Corkage information.
**To place an order**
Complete the attached Order Form and fax to 215.418.2210

SHOW NAME: ___________________________________________________________________________________________
COMPANY: _____________________________________________________________________________________________
CONTACT: _____________________________________________________________________________________________
ADDRESS: ______________________________________________________________________________________________

E-MAIL: ________________________________________________________________________________________________
PHONE_________________________ FAX: _______________________________ CELL ______________________________

ON-SITE CONTACT: _________________________________________________ ON-SITE PHONE: _________________

BOOTH/ROOM #: _____________________________ # OF PEOPLE: ____________

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>START &amp; END TIME</th>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex 7/12 Mon</td>
<td>9am-11am</td>
<td>2</td>
<td>Bagels by the dozen</td>
<td>$58.00</td>
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Subtotal: 
10% Late Fee (When Applicable): 
21% Service Fee
Delivery Fee (When Applicable): 
8% Sales Tax: 
(Sale Tax is not Taxed)

TOTAL:

Cardholder’s Name: ____________________________                     ____VISA    ____MasterCard
Cardholder’s Signature: ___________________________________________                   ____AmEx    ____Check
Card #:____________________________________________ Exp. Date ______/______(month/year)
ARAMARK/SFS SPORTS AND ENTERTAINMENT
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHONE (215) 418.2222   FAX (215) 418.2210

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION
FOR NON RELATED FOOD SHOWS

ARAMARK/SFS Sports and Entertainment has exclusive food and beverage distribution rights within the Pennsylvania Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by ARAMARK/SFS, 14 days prior to the function.

GENERAL CONDITION:
A. ALL ITEMS LIMITED TO MANUFACTURER OF PRODUCT ONLY
   1. BEVERAGE LIMITED TO MAXIMUM OF 5oz CONTAINER.
   2. FOOD ITEMS LIMITED TO 2OZ
B. Items dispensed are limited to products manufactured or processed by exhibiting firm and must be directly related to the purpose of the show.
C. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Food/Beverage Servicing by ARAMARK/SFS and the Pennsylvania Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or to be used as samples only. No cash sales are permitted by any exhibitors or conference.
D. Standard fee for storage, handling, delivery, etc. will be charged where applicable.
E. Food and/or beverage items used as traffic promoter (i.e, Coffee, Popcorn, Sodas, Ice Cream, etc.) MUST BE PURCHASED FROM ARAMARK/SFS AT THE PENNSYLVANIA CONVENTION CENTER.
F. A Certificate of Liability Insurance, naming ARAMARK/SFS, Pennsylvania Convention Center and the city of Philadelphia must be issued a minimum of seven (7) days prior to the sampling.
G. Fees determined by ARAMARK/SFS are applicable to all sampling distribution, selling and giving away of all items at the Pennsylvania Convention Center.

Name of the Event ___________________________________________ Date of Event ________________

Firm Name _______________ Tel: _______________ Booth No: _______________

Address ___________________ City: _______________ State _______ Zip ___________

Contact ___________________ Title ___________________ Date ___________ 19 ___

Signature _______________________

Product (s) you wish to dispense: ____________________________________________

I have read the ARAMARK/SFS Sampling Policies above and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of conference.

__________________________ Contact Listed Above

ARAMARK/SFS Sports and Entertainment Approval to Sample ____________________________

______ General Manager

cc: Event/Conference Manager
RELEASE & INDEMNITY AGREEMENT

This Agreement is by and between ARAMARK Sports and Entertainment Services, Inc. ("Caterer") and ______________________ ("Customer"), having an address of:

CUSTOMER STREET ADDRESS: _____________________________________________
CUSTOMER CITY, STATE ZIP: _______________________________________________

Attention: Phone: Fax:

THIS RELEASE AND INDEMNITY AGREEMENT is made and entered into this ____________(Today’s Date) by ARAMARK at The Pennsylvania Convention Center, their respective affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them ("Releasors") for the benefit of ARAMARK and The Pennsylvania Convention Center (collectively, “Released Parties”).

WHEREAS, Releasors have agreed to indemnify and hold harmless Released Parties with respect to any liability, loss or injury incurred by Released Parties, relating to an event scheduled to take place from ______________ at the __________________________ (the “Event”), located at The Pennsylvania Convention Center.

NOW THEREFORE, in consideration of the above and other good and valuable consideration, Releasors each hereby agrees to indemnify, defend and hold harmless, and release the Released Parties and their respective affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them (hereinafter referred to as “Indemnities”), from and against any and all liabilities, damages, losses, claims, suits, judgments, fines, penalties, costs and expenses, including without limitation, attorneys’ fees and expenses, incurred by ARAMARK, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property in connection with the Event. To the fullest extent permitted by law, this indemnification shall apply regardless of whether or not such claim, loss, liability or expense is caused in whole or part by the negligence of the Indemnities.

WHEREAS, any equipment loaned by the Released Parties to the Releasors must be returned in the same state of being in which it was loaned or full replacement costs will apply.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

RELEASORS:
By:

_____________________________________________(Customer Name)
_____________________________________________(Customer Title)
_____________________________________________(Customer Organization)
American Council on the Teaching of Foreign Languages
Pennsylvania Convention Center * Exhibit Halls D and E
INDIVIDUAL BOOTH SECURITY
Event Dates: November 16 to November 18, 2012

BOOTH: _________________________________ LOCATION/HALL: ____________________________

COMPANY:  __________________________________________________________________________________

ADDRESS:  __________________________________________________________________________________

PHONE (_____)_____________________________________ FAX: (_____) _____________________________

CONTACT AT SHOW: ______________________________ CELL:  (_____) ______________________________

PERSON REQUESTING SECURITY: _______________________________________________________________

Please Note: This form is for hiring an individual guard for your Booth or Display. We will provide you with an unarmed, uniformed security guard for the hours you specify below.

Security is $20.00 per hour and must be paid in advance or by credit card. Imperial does not accept Purchase Orders. Please make note of the hours you order the guard and please relieve the guard at the time specified. Additional hours ordered on-site will be charged the premium rate of $23.00 per hour.

ALL PRIVATE SECURITY ORDERS MUST BE PLACED BY November 8, 2012.
Orders placed after this date and/or ON-SITE will be charged the premium rate of $23.00 per hour.

DATE   HOURS  DATE   HOURS

__________________________________________  ____________________________________________

__________________________________________  ____________________________________________

__________________________________________  ____________________________________________

__________________________________________  ____________________________________________

SPECIAL INSTRUCTIONS FOR THE GUARD ASSIGNED TO YOUR BOOTH / DISPLAY:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

If you have any questions, please call (215) 483-2525 or fax to (215) 483-3070.
## FLORAL ORDER FORM

**SHOW NAME:** __________________________  **DATE/LOC:** __________________________  **BOOTH #** __________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' Green Plant</td>
<td></td>
<td>$49.00</td>
<td>$</td>
</tr>
<tr>
<td>4' Green Plant</td>
<td></td>
<td>$59.00</td>
<td>$</td>
</tr>
<tr>
<td>5' Green Plant</td>
<td></td>
<td>$69.00</td>
<td>$</td>
</tr>
<tr>
<td>6'-8' Green Plant</td>
<td></td>
<td>$98.00</td>
<td>$</td>
</tr>
<tr>
<td>Fern</td>
<td></td>
<td>$40.00</td>
<td>$</td>
</tr>
<tr>
<td>Flowering Potted Mum</td>
<td></td>
<td>$35.00</td>
<td>$</td>
</tr>
<tr>
<td>Color Preference: yellow, white, lavender, assorted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potted Flowering Plant</td>
<td></td>
<td>$40.00</td>
<td>$</td>
</tr>
<tr>
<td>Flower Arrangements</td>
<td></td>
<td>$60/80/100.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Circle any/all that apply (round, upright, coffee or conference table, reception counter, other.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowl for Giveaway</td>
<td></td>
<td>$40.00</td>
<td>$</td>
</tr>
<tr>
<td>Top Dressed 6'-8' Tree (base of tree is decorated with flowers and greens)</td>
<td></td>
<td>$175.00</td>
<td>$</td>
</tr>
<tr>
<td>Large Seasonal Pot (3’ tall pot filled with greens and flowers)</td>
<td></td>
<td>$150.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Subtotal $______

Tax $______

TOTAL $______

### Rental Policy:
Price includes installation, decorative container, serving throughout the show and removal at end of show. Plant varieties subject to availability. Foliage and containers are on a rental basis.

### Designer Service:
If you would like our designer to meet you on site, please complete the following:

Date and Time: __________________________  Contact with cell #: __________________________

### Payment Policy:
All orders must be accompanied by payment in full. No adjustments nor refunds can be made after the show opening. Orders paid by check must be mailed. Credit cards accepted.

### Payment Information:
Circle One:  VISA  MC  AMEX

CC #_________________________  SEC #______________________  EXP. DATE____________________

NAME ON CARD: ______________________  SIGNATURE: ______________________

Remit to: 800 PLANT IT 42 LATISQUAMA RD SOUTHBOROUGH MA 01772  [www.800plantit.com](http://www.800plantit.com)

800-752-6848  FAX: 508-480-0083  FED ID 042774505
### Exhibit Photography

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8x10 Print per view</td>
<td>$135.00</td>
</tr>
<tr>
<td></td>
<td>Digital Image on CD per view</td>
<td>$170.00</td>
</tr>
<tr>
<td></td>
<td>(All Images on CD include Unlimited Usage Rights)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8x10 Print &amp; Image on CD per view</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

### Additional Services

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Duplicate CD of entire order</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Additional 8x10 Prints</td>
<td>$36.00</td>
</tr>
<tr>
<td></td>
<td>Dynamic Exhibit Photo Imaging</td>
<td>$395.00</td>
</tr>
<tr>
<td></td>
<td>(Image corrected for color &amp; density, distracting items removed, specific elements highlighted. Ideal for Exhibit Builders.)</td>
<td></td>
</tr>
</tbody>
</table>

### Event Photography

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Photographic coverage &amp; delivery of all images on DVD.</td>
<td>$350.00/hr.</td>
</tr>
<tr>
<td></td>
<td>Event Images on 2GB USB Drive at the end of the event.</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Description of Event:________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location:___________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date:________________________ Time:__________</td>
<td></td>
</tr>
</tbody>
</table>

One hour minimum booked in whole hour increments. Events taking place away from the main convention center are subject to a two hour consecutive minimum. To be used for Timed Special Events only. Does not include Exhibit or Product Photography.

### Green Screen Photography/Onsite Printing

Place attendees into digital backgrounds. Add customs borders, logo or message. Attendees receive professional prints in seconds.

Packages start at $900.00. Contact us for further information.

### Special Packages

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pro Pack A</td>
<td>$1,050.00</td>
</tr>
<tr>
<td></td>
<td>Includes 6 views of the exhibit. Delivered both on CD and 8x10 print.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pro Pack B</td>
<td>$2,100.00</td>
</tr>
<tr>
<td></td>
<td>Includes 15 views of the exhibit. Delivered both on CD and 8x10 print.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Special Package Views</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
## Video Products

<table>
<thead>
<tr>
<th>Product</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Profile Video</strong></td>
<td>$1120.00</td>
</tr>
<tr>
<td>One Best Overall Image of Exhibit, One Hour of Video Capture (includes set-up/break down time) and delivery of a one minute finished video. Includes 10 pictures provided by end user, logo, bottom third titling, background music, original + one revision, delivered on Megachip PMP within seven days from receipt of content.</td>
<td></td>
</tr>
<tr>
<td><strong>Photo Montage Video</strong></td>
<td>$900.00</td>
</tr>
<tr>
<td>Includes fifteen minute Photo Shoot at exhibit (one dedicated photographer &amp; handheld camera), with up to 10 high resolution images. Images used to edit a one minute video with logo, bottom third titling, background music, original + one revision, delivered on Megachip PMP within seven days from receipt of content.</td>
<td></td>
</tr>
<tr>
<td><strong>B ROLL 60</strong></td>
<td>$1100.00</td>
</tr>
<tr>
<td>Up to one hour video shoot in your exhibit (includes set-up / break down time). Raw Footage delivered in a DATA or Playable DVD within 7 days after the end of the show. Includes one professional videographer, one tripod, one full lighting kit, and one wireless microphone. No editing provided.</td>
<td></td>
</tr>
<tr>
<td><strong>B ROLL 120</strong></td>
<td>$1200.00</td>
</tr>
<tr>
<td>Up to two consecutive hours, video shoot in your exhibit (includes set-up/ break down time). Raw Footage delivered in a DATA or Playable DVD within 7 days after the end of the show. Includes one professional videographer, one tripod, one full lighting kit, and one wireless microphone. No editing provided.</td>
<td></td>
</tr>
</tbody>
</table>

## Added Value

<table>
<thead>
<tr>
<th>Added Value</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surrender of Raw Footage</strong></td>
<td>$150.00</td>
</tr>
<tr>
<td>All raw footage from video shoot surrendered on a DATA or Playable DVD within 7 days of the end of the show.</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal from page one ______

Subtotal from page two ______

Products delivered in IL subject to 9.5% sales tax ______

Products delivered in Texas- applicable sales tax apply ______

Shipping & Handling $20.00

TOTAL ______

<table>
<thead>
<tr>
<th>Bill To Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordered By</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name on Card</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>Exp.</td>
</tr>
</tbody>
</table>

Signature ______

Booth Name

Booth #

Onsite Contact

Cell#
Must be prepaid with a Check, Visa, Mastercard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Orders ship within 7 business days after closing date of show. Claims must be made in writing within 7 days of receipt of materials. Orders placed onsite will be subject to higher pricing. Oscar Einzig does not work on speculation.