



Welcome to the 8th Annual World Health Care Congress!
Washington, D.C.

Enclosed in this kit you will find the information necessary to prepare for the Executive Networking Area at the 2011 World Health Care Congress. Our hope is the Executive Networking Area at the conference will promote dynamic interaction among our entire constituent base, from senior executive delegates, media and analysts covering the conference, to *your fellow supporters* -- solution providers and health care industry leaders!

This year we are offering a choice between two types of networking booths. We have made creative changes to the look and feel of the Executive Networking Lounge. We have created a space with not only a unique ambiance but a space that will be accommodating to the high level executives in attendance. Please read the booth options section carefully to choose the type of booth to best reach your networking goals at this years World Health Care Congress.

Please give careful consideration to the representatives you send to staff your display. It is important to select those who can interact easily and professionally with all levels of executives at the World Health Care Congress. The Executive Networking Area should be used to initiate conversations that may enhance existing relationships or to cultivate new connections. Receptions, luncheons and networking breaks have been designed strategically to drive traffic flow throughout the duration of the conference. Kindly review the Executive Networking Area schedule thoroughly to anticipate peak hours for traffic at your display.

Please let me know if I can be of assistance as you prepare for your participation at the 8th Annual World Health Care Congress.

We look forward to your active participation at this exciting event. See you in Washington, DC on April 4, 2011!

Thank You!

Sarah McMann
Senior Event Operations Manager
World Congress

**Booth Selection Due
By February 28, 2011!!**



Checklist by Due Dates

- ☐ Due February 28-Booth Package Selection Form
- ☐ Due March 11- Hotel Reservation deadline (based on availability)
- ☐ Due March 21 - Electric Form- incentive deadline
- ☐ Due March 21 - Freeman Forms- discount price deadline
- ☐ Due March 28 - Advanced shipping to Freeman Warehouse-(begins March 07)
- ☐ Due March 28 - Onsite / Emergency Contact Form



The 8th Annual **World Health Care Congress**
Driving Post-Reform Innovation and Collaboration to Achieve Quality, Cost-Effective Care
Featuring the 2nd Annual World Health Innovation Summit!
April 4-6, 2011 • Gaylord National Resort and Convention Center • Washington, DC

Booth Package Selection Form

Please return to Sarah McMann by fax at 781-939-2479 or
sarah.mcmann@worldcongress.com

*If a selection is not submitted by February 28, 2011,
Package #2 will be automatically provided.*

Package #1 _____ - Hardwall

Package #2 _____ - Pipe and Drape

Company Name: _____

Onsite Contact: _____

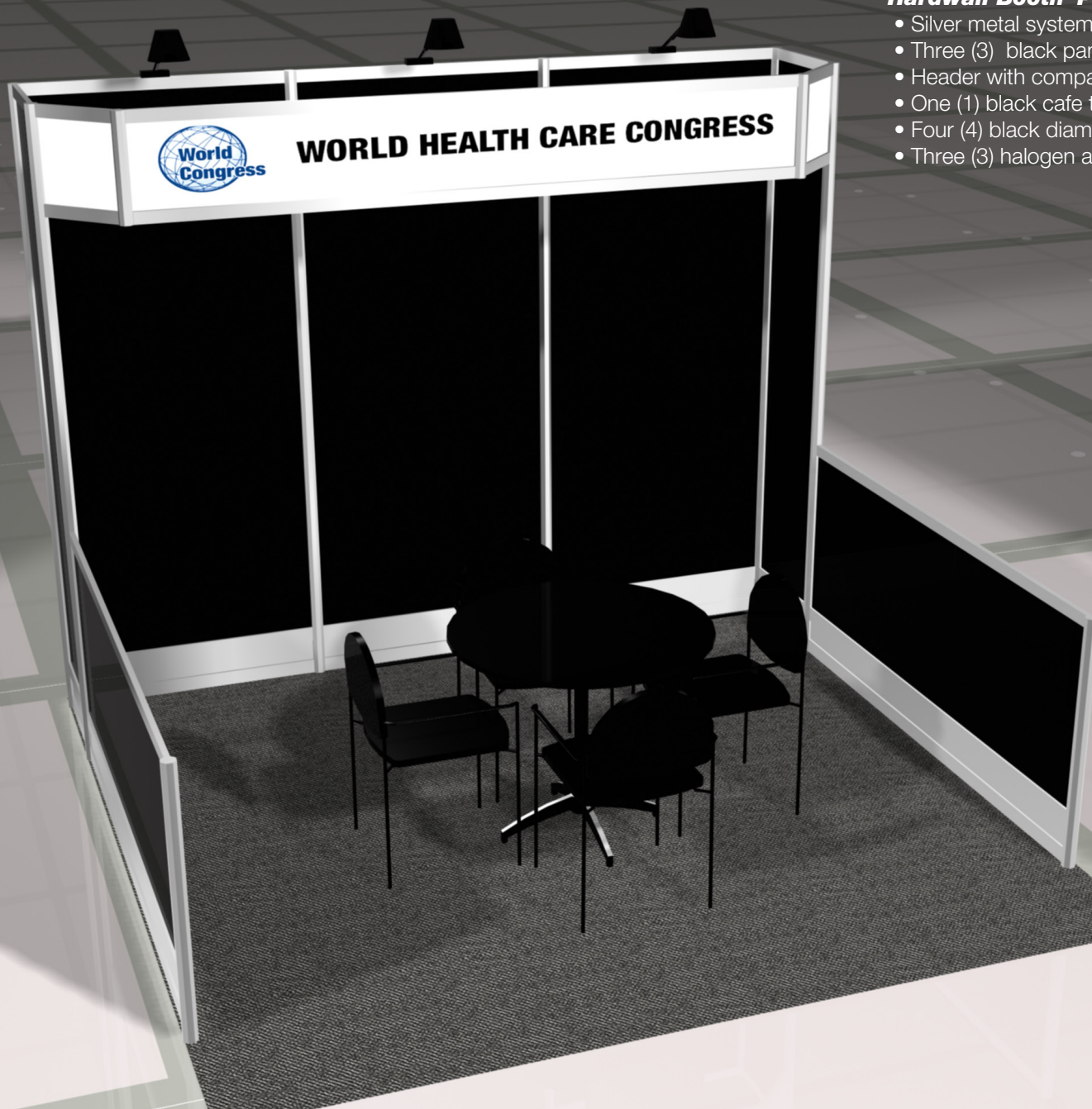
Title: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

*** Please note, if you need to order additional items i.e. trash cans, cleaning, literature racks or additional furnishings, please contact Freeman Exhibitor Services Department at 301-918-7975.***



Hardwall Booth Package

- Silver metal system with black panels
- Three (3) black panels – 28 1/8" x 87"
- Header with company name
- One (1) black cafe table, 30" high x 36" wide
- Four (4) black diamond arm chairs
- Three (3) halogen arm lights

Designer: Joe Truncali
Show: World Health Care Congress

Project: Booth Packages
Job#:256751

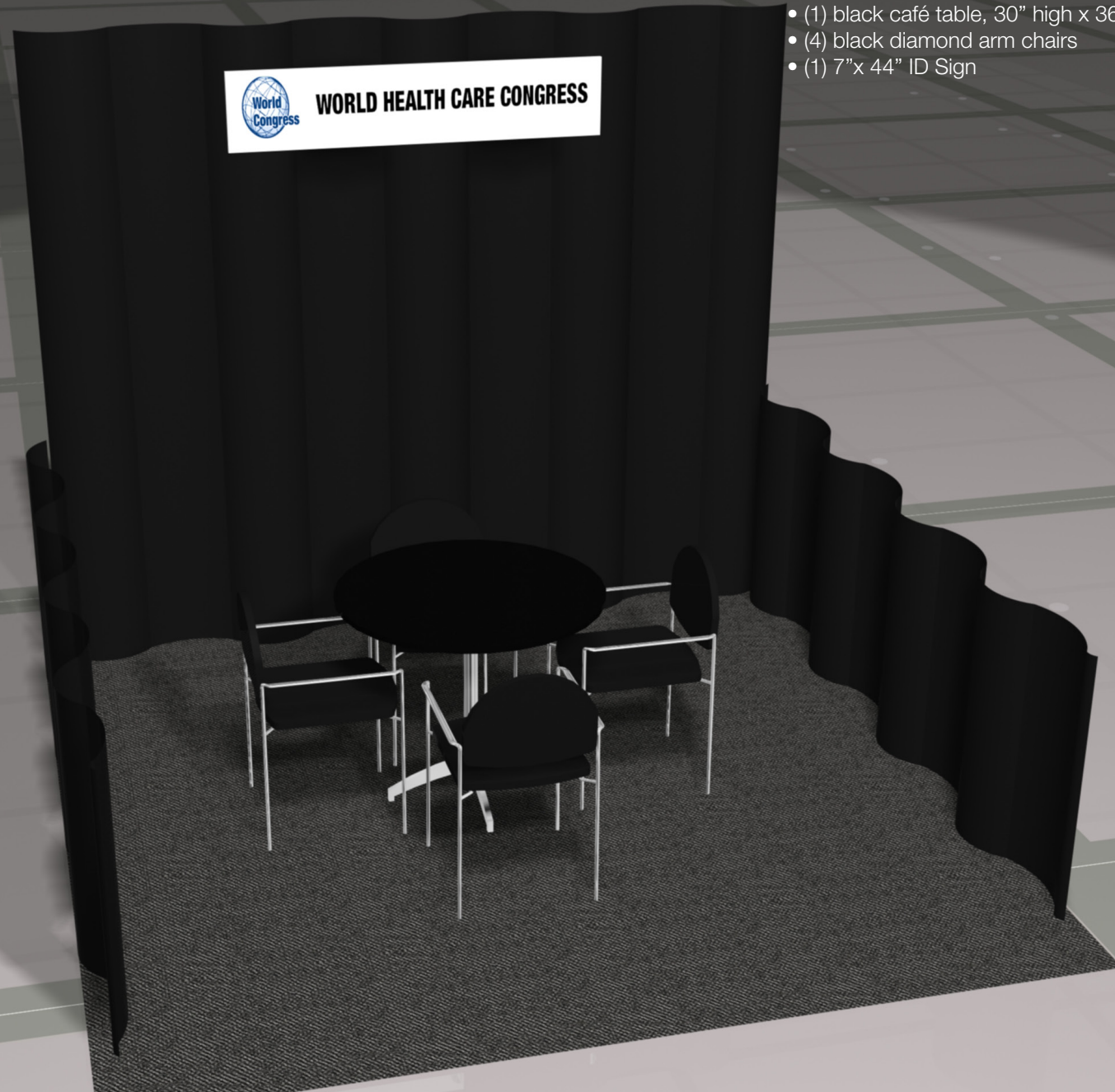
File Location: O:\Data\RDG\WAS\DC\2011\World
Health Care Congress_265751\Exhibition\InDesign

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F R E E M A N

PIPE AND DRAPE BOOTH PACKAGE

- 8' high black back drape x 3' high black side drape
- (1) black café table, 30" high x 36" wide
- (4) black diamond arm chairs
- (1) 7"x 44" ID Sign



Designer: Joe Truncali
Show: World Health Care Congress

Project: Booth Packages
Job#:256751

File Location: O:\Data\RDG\WAS\DC\2011\World
Health Care Congress_265751\Exhibition\InDesign

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F R E E M A N



Onsite / Emergency Contact Form
MANDATORY – Must be submitted by
March 28, 2011

Please list the contact name of the onsite person responsible for booth set up

Onsite Contact Name _____

Company Name _____

Booth Number _____

Hotel_____ **Arrival date** _____ **Departure date** _____

Cell Phone _____ **Email** _____

Please fax or email form to Sarah McMann at 781-939-2479 or sarah.mcmann@worldcongress.com

SERVICE INFORMATION

BOOTH EQUIPMENT

Booths will be 10' x 10'.

Package 1: 8' high black back drape, 3' high black side drape, one (1) 36" x 30" high cafe table, four (4) black diamond arm chairs and one (1) 7" x 44" one-line identification sign.

Package 2: silver metal system with black panels, header with company name, one (1) 36" x 30" high black cafe table, four (4) black diamond arm chairs and three (3) halogen arm lights.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by March 21, 2011.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as 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

Sunday	April 03, 2011	6:00 PM - 10:00 PM
Monday	April 04, 2011	8:00 AM - 12:00 PM

EXHIBIT HOURS

Monday	April 04, 2011	12:45 PM - 2:00 PM
Monday	April 04, 2011	4:00 PM - 4:45 PM
Monday	April 04, 2011	6:30 PM - 7:30 PM
Tuesday	April 05, 2011	7:00 AM - 8:00 AM
Tuesday	April 05, 2011	10:00 AM - 10:45 AM
Tuesday	April 05, 2011	12:30 PM - 2:00 PM
Tuesday	April 05, 2011	3:45 PM - 4:45 PM
Tuesday	April 05, 2011	6:30 PM - 7:30 PM
Wednesday	April 06, 2011	8:45 AM - 9:45 AM

EXHIBITOR MOVE-OUT

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

Wednesday	April 06, 2011	10:00 AM - 2:00 PM
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We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the facility by Wednesday, April 06, 2011 at 2:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, April 06, 2011 at 1:00 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**

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

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.myfreemanonline.com and click the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS
C/O FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

Freeman will accept crated, boxed or skidded materials beginning Monday, March 07, 2011, at the above address. Material arriving after March 28, 2011 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS
C/O FREEMAN
GAYLORD NATIONAL RESORT & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

Freeman will receive shipments at the exhibit facility beginning Sunday, April 03, 2011. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (301) 918-7975.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (301) 918-7975 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by March 21, 2011.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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 (301) 918-7975 with any questions or needs you may have.

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (256751) on your remittance.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit 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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- 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/?256751>

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (256751)

Freeman third party authorization

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
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CHAIRS Pages 1 & 2

___	N71092	Diva Counter Stool	170.05	221.05	___
___	N71091	Diva Chair.....	166.75	216.80	___
___	N710102	Santana Chair	154.60	201.00	___
___	N71085	Forestdale Chair	93.95	122.15	___
___	N710144	Diplomat Chair	208.65	271.25	___
___	N71038	Cherry Barrel Chair	178.85	232.50	___

☐ Cranberry ☐ Taupe

Director Series

☐ Black ☐ Blue ☐ Bright Green ☐ Orange
☐ Purple ☐ Red ☐ Royal Blue ☐ Yellow

___	N710142	Director Stool	148.00	192.40	___
___	N71042	Director Chair	118.25	153.75	___
___	N710998	Custom Imprinting/Director	Call for Quote		___

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	203.10	264.05	___
___	N71047	Gray Gaslift Stool	192.10	249.75	___
___	N71046	Gray Gaslift Chair w/Arms	197.25	256.45	___
___	N71045	Gray Gaslift Chair	191.00	248.30	___
___	N71044	Executive Chair	220.75	287.00	___
___	N71041	Bugle Base Chair	142.50	185.25	___

☐ Black Tweed ☐ Blue Tweed

___	N71088	Black Diamond Stool	125.95	163.75	___
___	N71089	Black Diamond Side Chair ..	106.10	137.95	___
___	N71090	Black Diamond Arm Chair....	130.35	169.45	___
___	C210105	Opal Side Chair	69.70	90.60	___
___	C210101	Carson Arm Chair	81.85	106.40	___

☐ Black ☐ Blue ☐ Gray

___	C210112	Casey Padded Stool	103.90	135.05	___
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☐ Black ☐ Gray

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	711.70	925.20	___
___	N71093	Signature Chair	438.45	570.00	___

Kennedy Sectional Series

☐ Black Tweed ☐ Blue Tweed

___	N730313	Kennedy Sofa - 3 piece	721.05	937.35	___
___	N730213	Kennedy Loveseat - 2 piece ..	480.70	624.90	___
___	N73013	Kennedy Corner Section	240.35	312.45	___
___	N73014	Kennedy Center Section ...	240.35	312.45	___

Qty	Part #	Description	Discount Price	Standard Price	Total
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TABLES Pages 7 & 8

___	N72026	Cherry Cocktail Table	201.25	261.65	___
___	N72027	Cherry End Table	175.15	227.70	___
___	N72028	Metro Slate Cocktail Table	168.10	218.55	___
___	N72029	Metro Slate End Table	150.95	196.25	___
___	C115103	Studio Black Cocktail Table	125.75	163.50	___
___	C115104	Studio Black End Table	87.95	114.35	___
___	N72015	Glass Conference Table	226.65	294.65	___

☐ Black ☐ Chrome

___	N72065	Bugle Base Table/White	227.30	295.50	___
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Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	166.85	216.90	___
___	N72069	Black-top Cafe 24"W x 30"H ...	205.00	266.50	___
___	N72070	Black-top Bistro 24"W x 42"H ..	217.75	283.10	___
___	N72067	Black-top Café Table 36"x30"	214.60	279.00	___
___	N72068	Black-top Bistro 36"W x 42"H ..	227.30	295.50	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	188.45	245.00	___
___	N72064	Café Table 36"W x 30"H	201.25	261.65	___
___	N720163	Bistro Table 30"W x 42"H	201.25	261.65	___
___	N720164	Bistro Table 36"W x 42"H	213.95	278.15	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	448.60	583.20	___
___	N72092	Milano Table/Black Top	448.60	583.20	___
___	N72094	Luna Table/Black Top	534.80	695.25	___
___	N720191	Hemingway Writing Table	307.85	400.20	___
___	N74061	Cherry Desk 5'	519.20	674.95	___
___	N74065	Cherry Bookcase	206.70	268.70	___
___	N74064	Cherry Credenza	390.45	507.60	___
___	N74071	Oak Desk 5'	519.20	674.95	___
___	N74075	Oak Bookcase	227.30	295.50	___
___	N74074	Oak Credenza	380.55	494.70	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	409.45	532.30	___
___	N75079	Orion Computer Kiosk	341.50	443.95	___
___	N75030	Black Display Cube/Small	199.70	259.60	___
___	N75031	Black Display Cube/Medium ...	222.85	289.70	___
___	N75032	Black Display/Large	243.70	316.80	___

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
DISPLAY FURNITURE					
Pages 11 & 12 (continued)					

Display Cylinders					
_____	N75020	Black Display Cylinder/Low ...	199.70	259.60	_____
_____	N75021	Black Display Cylinder/Med	222.85	289.70	_____
_____	N75022	Black Display Cylinder/Lg	243.70	316.80	_____

Draped Tables - Tables are 24" wide

☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Gold

☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

_____	C130330	Draped Table 3'L x 30"H	116.45	151.40	_____
_____	C130430	Draped Table 4'L x 30"H	126.95	165.05	_____
_____	C130630	Draped Table 6'L x 30"H	147.95	192.35	_____
_____	C130830	Draped Table 8'L x 30"H	168.95	219.65	_____
_____	C12404630	4th Side Drape 6'L x 30"H ..	58.45	76.00	_____
_____	C12404830	4th Side Drape 8'L x 30"H .	58.45	76.00	_____
_____	C130342	Draped Counter 3'L x 42"H ...	133.95	174.15	_____
_____	C130442	Draped Counter 4'L x 42"H ...	146.75	190.80	_____
_____	C130642	Draped Counter 6'L x 42"H ...	170.15	221.20	_____
_____	C130842	Draped Counter 8'L x 42"H ...	194.30	252.60	_____
_____	C12404642	4th Side Drape 6'L x 42"H ..	63.95	83.15	_____
_____	C12404842	4th Side Drape 8'L x 42"H ..	63.95	83.15	_____

Undraped Tables - Tables are 24" wide					
_____	C131330	Undraped Table 3'L x 30"H .	60.80	79.05	_____
_____	C131430	Undraped Table 4'L x 30"H .	71.30	92.70	_____
_____	C131630	Undraped Table 6'L x 30"H.	92.30	120.00	_____
_____	C131830	Undraped Table 8'L x 30"H .	113.30	147.30	_____
_____	C131342	Undraped Counter 3'Lx42"H	73.05	94.95	_____
_____	C131442	Undraped Counter 4'Lx42"H	85.85	111.60	_____
_____	C131642	Undraped Counter 6'Lx42"H	109.25	142.05	_____
_____	C131842	Undraped Counter 8'Lx42"H	133.40	173.40	_____

Table Top Risers					
_____	C150410	Single Step Riser 4'L x 7"H	65.10	84.65	_____
_____	C150610	Single Step Riser 6'L x 7"H	86.10	111.95	_____
_____	C150810	Single Step Riser 8'L x 7"H	107.10	139.25	_____
_____	C150414	Single Step Riser 4'L x14"H	N/A	N/A	_____
_____	C150614	Single Step Riser 6'L x14"H	N/A	N/A	_____
_____	C150814	Single Step Riser 8'L x14"H	N/A	N/A	_____
_____	C150420	Double Step Riser 4'L	N/A	N/A	_____
_____	C150620	Double Step Riser 6'L	N/A	N/A	_____
_____	C150820	Double Step Riser 8'L	N/A	N/A	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
ACCESSORIES					
Pages 13 & 14					

_____	C220121	Chrome Stanchion w/belt	133.70	173.80	_____
_____	C220118	Chrome Sign Holder	90.95	118.25	_____
_____	N750135	Round Literature Rack	156.30	203.20	_____
_____	N750136	Flat Literature Rack	114.60	149.00	_____
_____	C220109	Chrome Coat Tree	51.55	67.00	_____
_____	C220134	Chrome Easel	43.00	55.90	_____
_____	C220110	Chrome Bag Rack	82.50	107.25	_____
_____	N75053	Black Trash Receptacle	96.50	125.45	_____
_____	N75054	Aluminum Trash Receptacle .	96.50	125.45	_____
_____	220107	Wastebasket	20.00	26.00	_____
_____	220106	Corrugated Wastebasket.....	20.00	26.00	_____
_____	N75057	Small Refrigerator	318.35	413.85	_____
_____	N75052	Black Table Lamp	108.25	140.75	_____
_____	N74082	File Cabinet/2 Drawer	118.70	154.30	_____
_____	N74081	File Cabinet/4 Drawer	184.05	239.25	_____
_____	10201484	Bulletin Board	156.30	203.20	_____

Special Drape									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Dark Green	<input type="checkbox"/>	Gold
<input type="checkbox"/>	Gray	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red	<input type="checkbox"/>	Teal	<input type="checkbox"/>	White
_____	12103	Special Drape 3'H (per ft.)	14.35	18.65	_____				
_____	12108	Special Drape 8'H (per ft.) ...	18.75	24.40	_____				

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6% Tax		Total Cost

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING					
Pages 1 & 2					

Lisbon Group - Black leather

___ 8302	Sofa	595.35	773.95	_____
___ 8303	Loveseat	541.80	704.35	_____
___ 81011	Chair	415.80	540.55	_____

Chairs

___ 8102	Barcelona - black leather	647.85	842.20	_____
___ 810816	Barcelona - white leather	647.85	842.20	_____

Newport Group - Charcoal leather

___ 8308	Loveseat	547.05	711.15	_____
___ 8109	Armless Chair	333.90	434.05	_____
___ 81010	Corner Chair	381.15	495.50	_____

South Beach Group - Platinum suede

___ 8301	Sofa	528.15	686.60	_____
___ 8151	Ottoman	260.40	338.50	_____

Key West Group - Black

___ 8306	Sofa	481.95	626.55	_____
___ 8307	Loveseat	438.90	570.55	_____

Pages 3 & 4**Astro Group - Beige suede**

___ 83063	Sofa	557.55	724.80	_____
___ 810809	Chair	391.65	509.15	_____
___ 82052	Sydney Cocktail Table - black	241.50	313.95	_____
___ 82054	Sydney End Table - black	204.75	266.20	_____

Rio Group - Blue suede

___ 8305	Sofa	493.50	641.55	_____
___ 81014	Chair	367.50	477.75	_____
___ 82022	Inspiration Table	259.35	337.15	_____
___ 82023	Inspiration End Table	246.75	320.80	_____

Marrakesh Group - Beige

___ 83062	Sofa	506.10	657.95	_____
___ 810808	Chair	374.85	487.30	_____

Memphis Group - Black

___ 83064	Sofa	513.45	667.50	_____
___ 810812	Chair	383.25	498.25	_____

Chairs

___ 8101	T-Vac (translucent/chrome)	259.35	337.15	_____
___ 810819	Globus Occasional-White	347.55	451.80	_____

Ottomans

___ 8154	Square (black leather)	256.20	333.05	_____
___ 8152	Square (white leather)	256.20	333.05	_____
___ 8155	Bench (black leather)	311.85	405.40	_____
___ 8153	Bench (white leather)	311.85	405.40	_____
___ 81513	Half Round (black leather)	324.45	421.80	_____
___ 81514	Half Round (white leather)	324.45	421.80	_____

Cubes

___ 8157	Blueberry	109.20	141.95	_____
___ 8159	Raspberry	109.20	141.95	_____
___ 81510	Lemon	109.20	141.95	_____
___ 81511	Natural	N/A	N/A	_____
___ 81512	Black Leather	109.20	141.95	_____

Pages 5 & 6**Chairs**

___ 8104	Cappucino Chair	264.60	344.00	_____
___ 8105	Stage Chair (onyx)	162.75	211.60	_____
___ 8106	Stage Chair (camel)	162.75	211.60	_____
___ 8107	Stage Chair (beige)	162.75	211.60	_____
___ 8108	Stage Chair (red)	162.75	211.60	_____
___ 8103	Tub Chair (black)	324.45	421.80	_____
___ 810810	Berlin Stack Chair (black/white)	108.15	140.60	_____
___ 810811	Berlin Stack Chair (red/white)	108.15	140.60	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING (continued)					
Pages 5 & 6					

Chairs (continued)

___ 81017	Panton Chair (white)	170.10	221.15	_____
___ 810814	ICE Side Chair (transparent)	183.75	238.90	_____
___ 81090	New York Chair	166.95	217.05	_____
___ 810707	ISO Mesh Pull-up Chair	252.00	327.60	_____
___ 810110	Manhattan Chair (oyster)	191.10	248.45	_____

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

___ 81018	Flex Chair w/ wheels	142.80	185.65	_____
___ 81075	Tilt Executive Chair	259.35	337.15	_____
___ 810807	Luxor Executive Chair	341.25	443.65	_____
___ 81063	Altura Conf/Guest Chair	264.60	344.00	_____
___ 81073	Altura Jr Exec Chair/mid bac	288.75	375.40	_____
___ 810813	Otto Highback Chair	357.00	464.10	_____
___ 810702	Jetson Chair (black)	166.95	217.05	_____

Barstools & Bar

___ 810100	Ohio Barstool (gray)	155.40	202.00	_____
___ 810101	Ohio Barstool (red)	155.40	202.00	_____
___ 810102	Ohio Barstool (black)	155.40	202.00	_____
___ 810103	Banana Barstool (white) ...	168.00	218.40	_____
___ 810104	Banana Barstool (black) ...	168.00	218.40	_____
___ 810815	ICE Barstool (transparent)	194.25	252.55	_____
___ 810505	Gin Barstool (maple)	151.20	196.55	_____
___ 810706	Jetson Barstool (black)	222.60	289.40	_____
___ 810200	Oslo Barstool (blue)	204.75	266.20	_____
___ 810201	Oslo Barstool (white)	204.75	266.20	_____
___ 8501	Martini Bar	1,084.65	1,410.05	_____

TABLES, LIGHTING & MORE**Pages 9 & 10****Tables**

___ 82033	Manhattan Table 29"H	253.05	328.95	_____
___ 82015	Silverado End Table 22" H	216.30	281.20	_____
___ 82014	Silverado Table 17"H	228.90	297.55	_____
___ 82041	Geo Conf Table (black)	306.60	398.60	_____
___ 82051	Geo Conf Table (chrome)	306.60	398.60	_____
___ 82025	Geo End Table (black)	198.45	258.00	_____
___ 82035	Geo End Table (chrome) ..	198.45	258.00	_____
___ 82024	Geo Coffee Table (black) .	216.30	281.20	_____
___ 82034	Geo Coffee Table (chrome)	216.30	281.20	_____
___ 82054	Sydney End Table (black)	204.75	266.20	_____
___ 82055	Sydney End Table (white)	204.75	266.20	_____
___ 82052	Sydney Cocktail Table (black)	241.50	313.95	_____
___ 82053	Sydney Cocktail Table (white)	241.50	313.95	_____

Miscellaneous

___ 850604	Etagere (black)	288.75	375.40	_____
___ 850605	Etagere (pewter)	288.75	375.40	_____
___ 85078	Locking Door Pedestal	403.20	524.15	_____
___ 8503001	Refrigerator 14 cu. ft. (white)	642.60	835.40	_____

Lighting

___ 850704	Floor Lamp 58"H (pewter) .	142.80	185.65	_____
___ 850701	Lumalight Lamp (red)	264.60	344.00	_____
___ 850702	Lumalight Lamp (white)	264.60	344.00	_____
___ 850703	Lumalight Lamp (orange) ...	264.60	344.00	_____
___ 850705	Parisian Lamp 28"H (pewter)	139.65	181.55	_____

TOTAL COST

Sub-Total	+	6% Tax	=	Total Cost
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F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (301) 918-7975.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.** Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ Sea Breeze ☐ White

40 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 6.35	\$ 8.25	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 5.80	\$ 7.55	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Baywater ☐ Cardinal ☐ Gray Pearl ☐ Pine ☐ Toast
☐ Black ☐ Charcoal ☐ Navy ☐ Raspberry ☐ Wedgewood
☐ Cabernet ☐ Cream ☐ Peach ☐ Sea Breeze ☐ White

28 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.80	\$ 6.25	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.20	\$ 5.45	_____

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

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

16 oz. Carpet Rental	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.30	\$ 4.30

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	\$ 201.50	\$ 261.95	_____
_____	9' x 20' Classic Carpet	\$ 403.00	\$ 523.90	_____
_____	9' x 30' Classic Carpet	\$ 604.50	\$ 785.85	_____
_____	9' x 40' Classic Carpet	\$ 806.00	\$ 1,047.80	_____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.15	\$ 1.50	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ 1.05	\$ 1.35	_____
_____	Plastic Covering	\$.70	\$.90	_____

TOTAL COST

_____ + _____ = _____
 Sub- Total 6% Tax Total Cost

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

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

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

_____ 610100	Booth Vacuuming - One Time45	.60	_____
_____ 610200	Booth Vacuuming - 2 Days85	1.10	_____
_____ 610300	Booth Vacuuming - 3 Days	1.20	1.55	_____
_____ 610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____ 630100	Shampoo Carpet - One Time75	1.00	_____
_____ 630200	Shampoo Carpet - 2 Days	1.45	1.90	_____
_____ 630300	Shampoo Carpet - 3 Days	2.10	2.75	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

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

_____ 620500	Exhibit Area / Under 500 sq.ft.	165.40	215.00	_____
_____ 6201500	Exhibit Area / 501 - 1,500 sq. ft.	187.45	243.70	_____
_____ 6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	209.50	272.35	_____
_____ 6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6 %Tax		Total Cost

FREEMAN cleaning

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance please call (301) 918-7975 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	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 2,940.35 10x10 - Part# 1000 1,467.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 4,659.45 10x10 - Part# 1020 2,326.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 7,851.10 10x10 - Part# 1040 3,951.95
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 3,063.10 10x10 - Part# 2000 1,503.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 4,757.80 10x10 - Part# 2020 2,363.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 8,010.75 10x10 - Part# 2040 4,567.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 3,100.10 10x10 - Part# 3000 1,535.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 4,782.25 10x10 - Part# 3020 2,389.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 8,097.50 10x10 - Part# 3040 4,045.90
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 3,187.00 10x10 - Part# 4000 1,590.55	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 4,918.45 10x10 - Part# 4020 2,437.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 8,133.40 10x10 - Part# 4040 4,081.90
CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20 <input type="checkbox"/> An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit *Electrical power and labor to install lights must be ordered separately *Custom Graphics must be ordered separately			

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

CHOOSE YOUR PANELS

VERSION A

- ☐ BLUE FABRIC
☐ GRAY FABRIC
☐ BLACK FABRIC
☐ WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- ☐ BEIGE
☐ NAVY
☐ FOREST GREEN
☐ WHITE
☐ BLACK

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.

LIGHTING

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

Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your 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 cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- ☐ CLARENDON MEDIUM ☐ ENVO
☐ EUROSTILE BOLD ☐ HELVETICA 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*)

☐ VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

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	+	6 % Tax	=	Total Cost
-----------	---	---------	---	------------

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME: _____ PHONE #: _____


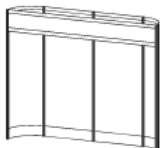
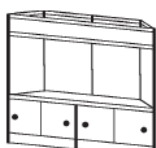
E-MAIL ADDRESS: _____

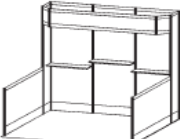
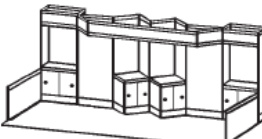

For Assistance please call (301) 918-7975 to speak with one of our experts.

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

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

A. FREE STANDING COUNTER		B. CURVED BACK WALL EXHIBIT		C. BACK WALL COUNTER EXHIBIT	
Discount Price	Standard Price	Discount Price	Standard Price	Discount Price	Standard Price
2,917.25	3,792.45	1,460.95	1,899.25	1,514.20	1,968.45
<input type="checkbox"/> Part# 1710201		<input type="checkbox"/> Part# 1710300		<input type="checkbox"/> Part# 1710400	
					

D. 3 SHELF 10' X 10' EXHIBIT		E. 10' X 20' ANGLED EXHIBIT		F. 20' X 20' ISLAND EXHIBIT	
Discount Price	Standard Price	Discount Price	Standard Price	Discount Price	Standard Price
2,633.70	3,423.80	4,414.95	5,739.45	10,775.75	14,008.50
<input type="checkbox"/> Part# 1710500		<input type="checkbox"/> Part# 1710600		<input type="checkbox"/> Part# 1710800	
					

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.

CHOOSE YOUR PANEL

- ☐ BLUE FABRIC ☐ GRAY FABRIC
☐ BLACK FABRIC ☐ WHITE HARDWALL
☐ WHITE PERFBBOARD

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.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

Check the font style for your header identification sign, and then indicate your color preference.

- ☐ CLARENDON MEDIUM ☐ ENVIRO
☐ EUROSTILE BOLD ☐ HELVETICA BOLD
☐ TIMES NEW ROMAN

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:

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	+	6 % Tax	=	Total Cost
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F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

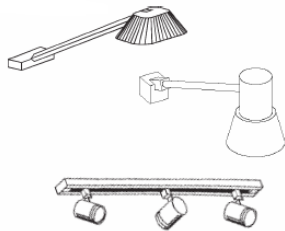
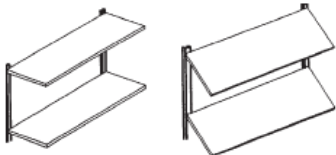
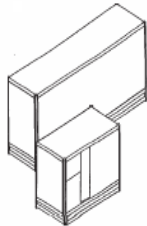
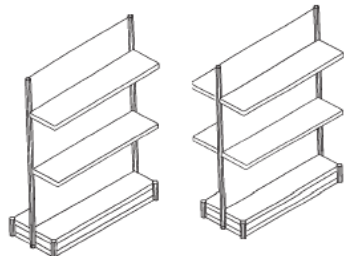


COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	17251	Arm Light (200w)	82.45	107.20	_____
___	172514	4' Tracklight (3 lights)	N/A	N/A	_____
___	17252	Halogen Light	107.95	140.35	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	386.35	502.25	_____
___	17306	1M x 1/2M x 42" High.....	386.35	502.25	_____
___	17308	2M x 1/2M x 36" High.....	558.25	725.75	_____
___	17309	2M x 1/2M x 42" High.....	558.25	725.75	_____
___	173010	1M Radius x 1/2M x 36" High.	552.45	718.20	_____
___	173011	1M Radius x 1/2M x 42" High..	552.45	718.20	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	27.55	35.80	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	365.65	475.35	_____
___	174542	Double Sided 1M x 4' High..	411.95	535.55	_____
___	174581	Single Sided 1M x 8' High...	N/A	N/A	_____
___	174582	Double Sided 1M x 8' High..	N/A	N/A	_____

SHELVES					
___	17201	1M Straight (37" x 12")	66.95	87.05	_____
___	17206	1M Angled (37" x 12")	78.15	101.60	_____

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	30.40	39.50	_____

TOTAL COST					
Sub-Total	+	6% Tax	=	Total Cost	

Don't see what you need?
Please call an Exhibitor Sales Specialist at (301) 918-7975.

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 21, 2011**

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

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

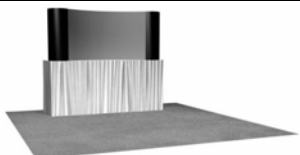
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	736.25	_____	_____
40"H x 8"W	859.00	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	911.15	_____	_____
40"H x 8"W	1,032.60	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Electrical service & labor not included)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

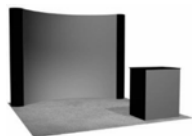
9' x 10' Classic Carpet:

☐ Black ☐ Blue ☐ Burgundy
☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Gold
☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,227.00	_____	_____
8'H x 10'W	1,467.90	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,086.10	_____	_____
8'H x 10'W	2,449.55	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:

☐ Black ☐ Blue ☐ Burgundy
☐ Green ☐ Gray ☐ Plum ☐ 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			RENTAL		PURCHASE		
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	152.80	_____	_____	216.45	_____
1715801	1-200 Watt Halogen Light Kit	_____	79.90	_____	_____	158.60	_____
1715802	Straight Shelf	_____	61.30	_____	_____	110.00	_____
1715803	Angled Shelf	_____	61.30	_____	_____	110.00	_____

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

Sub-Total + 6% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 6% Tax = Total Cost

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
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**DISCOUNT PRICE
DEADLINE DATE
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**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 19.95 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 39.90 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore ☐ Masonite ☐

PVC ☐ Plexi ☐

Gatorfoam ☐ Other ☐

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	39.90	79.80 =	_____
7" x 22"	@	39.90	79.80 =	_____
7" x 44"	@	42.50	85.00 =	_____
9" x 44"	@	54.85	109.70 =	_____
11" x 14"	@	39.90	79.80 =	_____
14" x 22"	@	42.50	85.00 =	_____
14" x 44"	@	85.30	170.60 =	_____
22" x 28"	@	85.30	170.60 =	_____
28" x 44"	@	170.65	341.30 =	_____
20" x 60"	@	166.15	332.30 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	6 % Tax	=	Total Cost
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graphics & signs
FREEMAN

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 (301) 918-7975 for assistance.

BALTIMORE/WASHINGTON AREA UNION REGULATIONS

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

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees.

Please return form to:

FREEMAN

9900 BUSINESS PARKWAY
LANHAM, MD 20706

Attn: EXHIBITOR SERVICES

Phone: 301-918-7975

Fax: 469-621-5609

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

BOOTH SIZE: X

SIGNATURE:

DATE:

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

NOTIFICATION OF INTENT TO USE EAC

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
Ph: 301-918-7975 • Fax: 469-621-5609
FreemanWashingtonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 77.25	\$ 100.45
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday		
All Day Saturday and Sunday	\$ 116.00	\$ 150.80
Double Time- All recognized holidays	\$ 181.75	\$ 236.30

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

INSTALLATION LABOR



Freeman Supervised Labor - Please complete the next page of this form.

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

Emergency contact: _____ Phone Number: _____



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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR



Freeman Supervised Labor - Please complete the reverse side of this form.

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

Emergency contact: _____ Phone Number: _____

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



Supervisor will be: _____ Phone Number: _____

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

Freeman installation & dismantle

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

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

☐ Reroute via Freeman's choice

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

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

FREEMAN installation & dismantle

F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

MUST BE DELIVERED BY MARCH 28, 2011

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

FREEMAN / Exhibiting Company Name / Booth #

THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS

C/O: FREEMAN
GAYLORD NATIONAL RESORT & CONV CTR
701 WATERFRONT ST
NATIONAL HARBOR, MD 20745

CANNOT BE DELIVERED BEFORE APRIL 03, 2011

TYPE OF SERVICE

- ☐ 1 Day: Delivery next business day (before 5:00 PM)
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3 - 4 business days
☐ Declared Value \$ _____

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(817) 385-0983**

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

SHOW # (256751) _____

Freeman exhibit transportation

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 28, 2011

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706**

**WAREHOUSE
(256751)**

EVENT: ***WORLD HEALTHCARE CONGRESS*** _____

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 28, 2011

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706**

**WAREHOUSE
(256751)**

EVENT: ***WORLD HEALTHCARE CONGRESS*** _____

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE APRIL 03, 2011

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
GAYLORD NATL HOTEL & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745**

**SHOW SITE
(256751)**

EVENT: ***WORLD HEALTHCARE CONGRESS*** _____

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE APRIL 03, 2011

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
GAYLORD NATL HOTEL & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745**

**SHOW SITE
(256751)**

EVENT: ***WORLD HEALTHCARE CONGRESS*** _____

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.

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

- Add overtime charges for outbound if material is loaded 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

F R E E M A N

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

RETURN COMPLETED FORM BY
MARCH 28, 2011

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse _____ Show Site
2. Estimate of total number of pieces: _____ Display _____ Equipment
How many pieces are: _____ Crated _____ Uncrated _____ Skidded
3. Total number of trucks/trailers you will use: _____
****Certified weight ticket(s) must accompany all inbound freight****
4. Your shipment(s) will arrive via (designate number of loads in each category):
_____ Van Line _____ Flatbed _____ Common Carrier
_____ Company Truck
5. What is the approximate weight of your entire shipment? _____
What is the approximate weight of your heaviest piece? _____
6. Print the name of the person in charge of move-in:
Contact Name: _____
Phone Number: _____
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. By doing so, you will help reduced extra expenses and wasted time. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)

Please contact Russ Davenport at 301-918-7900 or
russell.davenport@freemanco.com with any questions.

FREEMAN freight service questionnaire

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: (See definitions on back)	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, DHL and Airborne Express are included in this category due to their delivery procedures.
UNCRAVED:	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 5:00 P.M. Monday through Friday
OVERTIME:	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
DOUBLE TIME:	All day Sunday and Holidays (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$103.70	207.40
Special Handling Shipment.....	\$134.80	269.60

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 98.15	196.30
Special Handling Shipment.....	\$127.60	255.20
Uncrated or Pad Wrapped Shipment	\$147.25	294.50

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment	\$ 40.50	
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*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after MARCH 28 2011	\$ 25.95	51.90
Show Site Shipment after APRIL 03, 2011	\$ 24.55	49.10

Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates)

Crated or Skidded Shipment.....	\$ 24.55	49.10
Special Handling Shipment.....	\$ 31.90	63.80
Uncrated or Pad Wrapped Shipment	\$ 36.80	73.60

Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates)

Crated or skidded Shipment	\$ 29.45	58.90
Special Handling Shipment.....	\$ 38.30	76.60
Uncrated or Pad Wrapped Shipment	\$ 44.15	88.30

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

Tips to Save on Material Handling

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 207.40

52 lbs. charged @ 200 lbs. \$ 207.40

65 lbs. charged @ 200 lbs. \$ 207.40 = \$ 622.20

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$207.40

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

0.00% Tax	
Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS**NAME OF SHOW: **THE 8TH ANNUAL WORLD HEALTHCARE CONGRESS / APRIL 4-6, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Expedited
☐ Deferred: Delivery within 3-4 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____☐ OTHER VAN LINE _____☐ OTHER AIR FREIGHT _____☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost 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 WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT**

SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.

Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

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 OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. 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 equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment 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. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved 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 pre-paid 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. 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. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

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

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, 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, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman 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 Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and **during such times, Exhibitor materials will be left unattended.** **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup.

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, 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 **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than 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 partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

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

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

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

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

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

12. **LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's 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 to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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

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

Data capture at the Exhibitors' stand Service or:

“How To Optimize Encounters Between Visitors And Exhibitors”



All interested exhibitors are supplied with an extremely light, compact, ergonomic laser scanner for the whole duration of the manifestation, which permits the reading of a barcode from a distance (that is to say without actually physically touching it).

When visitors ask for information at a stand, the exhibitor aims the laser toward the badge and the scanner automatically memorizes all the information of the potential client.

Along with the scanner, two sheets of paper are supplied (Actions and Products), in which a certain number of barcodes are available that can be made to correspond to:

- an action to be undertaken as follow-ups of a client, such as:
“send catalogue”, “send scientific documentation”, send “offer”, “visit the customer”, etc., etc.
- an observation, for example:
“very interested to product X”, “customer is associated to Y competition” etc., etc.
- an information, like:
“Urgent”, “Important” which can be used to “filter” the database
- commercial information like:
“customer was received by...”, “promised X% discount”, etc., etc.
- products or services of interest
- etc., etc.


Only the exhibitor can decode these codes. Such procedures therefore allow for complete privacy.

The scanner memory permits maximum input (several thousands of barcodes!). Nevertheless, usually at the end of day, the information memorized in it is then downloaded onto a central server. All the data related to that determined scanner is gathered in such an orderly fashion that a database is provided **at the latest within a week after the end of the Event (but most often only one or two days later)** in electronic format (usually as an attachment to an email. But also on a diskette or CD-Rom).



Along with the laser scanner, the following services are also supplied:

- Demonstrative Training either before or at the beginning of the event because it's simple and brief
- Supply of personalized code sheets
- Continuous Assistance during the Event
- Delivery of database, at the end of the Event, containing all readings recorded by the scanner and additional relative information, in print or electronic format.

	ORDER FORM Data capture at the stand service	UNI EN ISO 9001:2000
		M-03-TTO
		Rev. 0 del 03/02/04

Item	Q.Ty	UNIT PRICE (US \$)	TOTAL PRICE (US \$)
Laser barcode scanners and related services (see annex)			
First		390	
Others in the same Stand		260	

Exhibitor's Information

Company			STAND N.
Address			
ZIP Code	CITY	State	Country
TEL.		FAX	
EMAIL		VAT Number (if applicable)	
REPRESENTATIVE's Name		Signature	

Payment

- bank transfer:

BANK	Branch
INTESA SAN PAOLO	FILIALE ROMA 144. Via XXI Aprile, 24. 00100 Rome, Italy
BENEFICIARY	IBAN:
I.D.S. S.P.A.	IT80 R030 6903 3260 7400 0003 251
	BIC: BCITITMM

- credit card (please tick):



NUMBER																EXPIRY Date				
Name on Card												Signature								

Send by FAX to N° 0039 06 4502074:

I.D.S. S.P.A – Via dell'Antracite 20 – 00157 Rome, Italy - Tel: 06/4505503/41792581/41468054 – Email: info@idsspa.it



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

Email to: GNExhibits@gaylordhotels.com

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Conference Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



ELECTRICAL/UTILITY SERVICES
FAX OR MAIL TO: Gaylord National Resort & Convention Center
 201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
Email to: GNExhibits@gaylordhotels.com

EVENT NAME _____ **EVENT DATE** _____
COMPANY NAME _____ **BOOTH NUMBER** _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	5	Single	\$110.00	\$130.00		\$
120	1,000	10	Single	\$135.00	\$160.00		\$
120	2,000	20	Single	\$180.00	\$200.00		\$
208	3,300	20	Single	\$290.00	\$300.00		\$
208	5,700	20	Three	\$390.00	\$465.00		\$
208	5,000	30	Single	\$380.00	\$460.00		\$
208	8,600	30	Three	\$550.00	\$655.00		\$
208	9,900	60	Single	\$685.00	\$840.00		\$
208	17,000	60	Three	\$1100.00	\$1300.00		\$
100,200,400 amps is available. Please call for a quote 301-965-3710							
Special Order							\$
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. (Labor included.) 80-100 PSI 125 CFM					\$300.00		\$
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors . (Not available in Ballrooms)					\$300.00		\$
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$200.00		\$
One time fill and drain. Maximum of 50 gallons					\$300.00		\$
1 Outlet Extension-cord. RENTAL ONLY					\$25.00		\$
6 Outlet Multi-strip. RENTAL ONLY					\$15.00		\$
Transformer					\$150.00		\$
Antenna/ Cable run Please call for quote 301-965-3710							\$

CREDIT CARD IS THE ONLY FORM OF PAYMENT

Credit Card ☐ Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____
PLEASE PRINT	

SCALED FLOOR PLANS

A scaled floor plan must accompany Orders showing requested location of electrical source. If a drawing is not provided, Gaylord National will install service in the most convenient location and chargers will apply for relocation,

ELECTRICAL LABOR

Island, peninsula and in line booths requiring power to be installed other then to the back of the booth will be charged time and materials. Please include a **SCALED** floor plan showing the requested location(s) of the power drop(s). Labor and materials will be charged to the credit card on file.

LABOR RATES

Mon.– Fri. 8:00 am – 5:00 pm \$90.00 hr

All other times \$160.00

ELECTRICAL CONNECTIONS

The rates, indicated on this rate sheet, cover only the delivery of services to the booth in the most convenient manner. Rate does not include connecting or running electrical inside the booth area. All electrical to be installed for in line booths will be to the back of the booth. All others will be from the ceiling or the floor which ever the most convenient manner is.

NOTE: Labor and materials will be billed at the end of the show.

Charges: \$ _____

Labor (post show) \$ _____

Tax (6%) \$ _____

TOTAL: \$ _____



INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Telecommunication Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-2506
Fax: (301)-965-3797

Email to: gnexhibits@gaylordhotels.com

Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



NETWORK & TELECOMMUNICATION SERVICES

Fax or Mail to: GAYLORD NATIONAL RESORT & CONVENTION CENTER
Attn: Information Technology Department
201 Waterfront St National Harbor Md. 20745
Office: 301.965.2506
Fax: 301.965.3797
Email to: gnexhibits@Gaylordhotels.com

Event Name: _____ Event Dates: [event date]
Company Name: _____ Booth Number: _____
Contact Name: _____ Contact Number: _____

Ordering Instructions ADVANCE PRICING IS 2 WEEKS PRIOR TO SHOW DATE

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
2. **Fax a layout of your booth to Gaylord National Resort and Convention Center at 301-965-3797.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
3. **All equipment and services are subject to a 6% sales tax.**

NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

	QTY	Advance price	Standard Price	QTY
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<u>High-Speed Internet Access</u>				
High-Speed Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____
<u>Dedicated Internet Access – Dedicated Private VLAN</u>				
1.5 Mb/sec	_____	\$6,500.00	\$7,500.00	_____
3.0 Mb/sec	_____	\$10,250.00	\$11,250.00	_____
6.0 Mb/sec	_____	\$15,250.00	\$16,250.00	_____
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
Labor - Troubleshooting / Move / Change	_____	\$100.00	\$150.00	_____

Credit Card ☐ Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club

CARD # _____ EXP. DATE: _____
SIGNATURE: _____ PHONE # _____
E MAIL ADDRESS: _____
ON SITE CONTACT: _____ PHONE # _____

Charges: \$ _____
Subtotal: \$ _____
6% Tax: \$ _____
TOTAL: \$ _____



BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797

Email to: GNExhibits@gaylordhotels.com

Event Name: _____ Event Dates: _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # _____ **BACK**

LEFT

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____ **RIGHT**

FRONT

Adjacent Booth or Aisle # _____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.