



American Association for Respiratory Care

AARC Congress 2017

The 63rd International Respiratory

Convention & Exhibition

October 4–7, 2017 • Indianapolis, Indiana

INFORMATION PACKET

Dear 2017 Exhibitor,

Please find enclosed the following important information:

- Directions on how to request a hospitality suite and meeting room in the headquarters hotel
- Rules/Regulations
- Additional Information
- Badge Request Form for Booth Personnel

RULES AND REGULATIONS



The following regulations will be enforced so that all exhibitors can operate efficiently.

It is the responsibility of the applicant, whose authorized signature appears on the application/contract, to be sure that his/her staff are aware of the AARC show rules and adhere to them. Any questions may be directed to Annette Phillips, Exhibits Coordinator, at (972) 243-2272.

1. At least one representative from each exhibiting company must be present in the assigned exhibit space during exhibit hours.
2. Exhibiting companies shall limit all convention-related activities to their assigned exhibit space at the Indiana Convention Center.
3. Island structure is limited to 20 feet in height with a 40% see-through effect from front to back and from side to side in order to prevent blocking views from adjacent exhibits. Please submit design approval by Friday, August 4, 2017. Interior, corner and priority booths have a height restriction of 8 feet; side rails are limited to 3 feet.
4. Demonstration areas must be organized within the contracted exhibit space. Demonstration tables must be placed a minimum of 2 feet from the aisle. Should spectators or attendees interfere with normal traffic flow in the aisle or overflow into neighboring exhibits, the AARC reserves the right to have the exhibitor discontinue the activity. Demonstrations are limited to booths 200 sq ft or larger.
5. Promotional or giveaway items must cost under \$25 per item.
6. The Indiana Convention Center does not allow helium balloons in any part of the facilities, either for display, for sale, or as gifts.
7. The Indiana Convention Center prohibits the use of paper products, adhesive-backed materials, and refreshments or other products intended for consumption in the hall. Posting of flyers or brochures on any wall or structure within the building is also prohibited by the Center. AARC has authorized the Center to bill any exhibitor for cleanup charges incurred from failure to comply with these regulations.
8. Each exhibitor has the right to refuse permission for photographs, video or still, to be taken of their booth location and contents. Please consult with your fellow exhibitors if you are photographing your own exhibit to be sure they are aware of your intentions.
9. The AARC Congress 2017 will be a non-smoking show. Those who choose to smoke may use the designated smoking area. Smoking is prohibited within the lecture rooms, hallways, exhibitor lounge, and the exhibit hall. The Indiana Convention Center is a smoke-free facility.
10. AARC reserves the right to revoke priority points and to deny future application for exhibit space to any exhibitor who fails to adhere to these regulations.

THE FOLLOWING ARE PROHIBITED

- Placing business cards over the AARC official badges or in any way altering a badge.
 - Using celebrities or celebrity “look-alikes” in your booth.
 - The use of live animals in an exhibit, for any purpose, is not allowed.
 - Obstruction of aisles due to any activity in an exhibitor’s booth.
 - Sub-leasing or sharing exhibit space.
 - Distribution of materials, samples, literature, etc. outside the assigned exhibit space.
 - Solicitation of accounts is prohibited by any person or company unless booth space has been purchased.
 - Loud audio systems that disturb neighboring exhibits cannot be used in your booth. Using an open audio system is strongly discouraged. The exhibitor must discontinue their presentation if, in AARC’s opinion, the sound level is objectionable to the attendees or adjacent exhibitors.
 - Dismantling or abandoning exhibits prior to the official closing of the show, unless authorized.
 - Drawings, contests, or prize awards of any kind are expressly prohibited on the exhibit floor. Entries may be completed within your booth with the actual drawing held elsewhere, i.e. in your hospitality suite. An announcement of the winner(s) may be discreetly posted within your booth. Announcements are prohibited via audio from the exhibitor’s booth.
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ADDITIONAL INFORMATION



EXHIBITOR BADGES

1. AARC issues an official name badge for each of the exhibitor's representatives based upon the "Badge Request Form." Each exhibiting company is allotted six (6) badges per each ten feet of exhibit space reserved. An exhibitor with two 10-foot booths will be allotted twelve (12) exhibitor badges. An exhibitor with a 20 foot by 20 foot island will be allotted twenty-four (24) exhibitor badges. After the no-charge allotment is filled, exhibitor badges can be purchased for \$325 before August 7 or \$350 after August 7 each for a four-day badge or \$200 daily Wednesday through Friday. Badges are nontransferable. Use the attached registration form.
2. Each exhibitor will be required to show photo identification to pick up their badge on-site.
3. Exhibitor badges worn by anyone other than the individual whose name is shown on the badge face will be confiscated and the former wearer will be escorted to the nearest exit.
4. Exhibitor badges that have been altered by insertion of a business card will be confiscated and the former wearer will be escorted to the nearest exit.
5. Badges are nontransferable.
6. Badged exhibitors will have access to the exhibit hall two hours prior to exhibits opening, and one hour after closing.
7. Exhibitor badges allow access to all Congress lectures and general sessions with the exception of the paid breakfast sessions.

LOST BADGES

The lost badge fee is \$15.00. A registration form must be completed. Previous registration will be verified. Personal identification will be required.

GUEST BADGES

AARC does not have a guest badge for exhibitors. Each exhibiting firm can choose to allot its exhibitor badges to staff, guests, models, service technicians, potential clients, distributors, trainees, etc. as they deem necessary. After the no-charge allotment is filled, exhibitor badges can be purchased by submitting the attached registration form. Badges are nontransferable.

FREE ACCESS

Free access to the exhibit hall is available from 12:00 noon until 2:00 pm on Friday, October 6. This time is allotted for distributors, clients, students, installation-and-dismantling account representatives, friends, and acquaintances.

TEMPORARY WORK PASSES

Unofficial service contractors will be issued a temporary work pass by security at the front entrance of the exhibit hall. All repairmen, deliverymen, commercial photographers, installation-and-dismantling representatives, exhibit designers, and individuals involved in the setup and dismantling of your exhibit must be identified, sign in, and receive their identification badge. Work orders will be verified. Solicitation of accounts on the show floor is prohibited.

PROPERTY REMOVAL PASSES

Property removal passes will be required for any equipment or materials being removed from the exhibit hall. Blank passes are available from the FREEMAN Service desk. Identification will be required. The completed pass must be turned in and verified prior to removal of the property from the exhibit hall.

LECTURES

Lectures are scheduled from 8:00 am on Wednesday, October 4th until 2:15 pm on Saturday, October 7th.

CRCE CREDIT

Information regarding CRCE will be included in a packet provided to the on-site booth manager.

OFFICIAL SERVICE CONTRACTORS

FREEMAN has been designated as the official service contractor of the AARC Congress 2017. Customer service representatives will be available at the service desk to answer questions and process orders beginning Monday, October 2nd at 8:00 am.

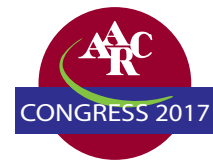
UNOFFICIAL SERVICE CONTRACTORS

Unofficial service contractors must return a completed Work Authorization Form to AARC by Friday, September 8, 2017. Forms are included in your Exhibitor Service Manual.

SECURITY

AARC will provide security in the exhibit hall on a 24-hour basis from the first day of installation of exhibits through the last day of dismantling. Entrance and exit of workers, attendees, and exhibit personnel will be strictly monitored. Despite these precautions, however, neither AARC nor the Indiana Convention Center can assume responsibility for loss of, or damage to, exhibitors' property. Exhibitors are encouraged to take precautions to protect their own property and to arrange for appropriate insurance against loss.

HOW TO REQUEST A HOSPITALITY SUITE AND MEETING ROOM IN THE HEADQUARTER HOTELS



All of the hospitality suites and public meeting space at the Indianapolis Downtown Marriott, and the JW Marriott Indianapolis are reserved by AARC.

Hospitality suites are usually located on upper floors and can have sleeping accommodations attached, if available. Meeting rooms are usually located on lower floors and do not have attached sleeping accommodations.

How do I request a hospitality suite at the headquarters hotel?

Suites must be requested by writing the AARC via email at aphillips@aacrc.org or fax to (972) 484-2720. Suites are subject to availability. Please include the following information: Occupant Name(s); Arrival and departure dates; Size of suite needed (one bedroom and parlor, two bedroom and parlor, parlor only, etc.) or the number of guests expected; Type of function — VIP suite, reception, hospitality, etc.; Date, time, and number of people for functions and receptions requiring catering. **It is the hotel's policy that all food and beverage (including alcohol) for hospitality suite functions is arranged through the hotel.** Contact person, address, telephone number, e-mail, and fax number; Your Booth or Island number — only 2017 exhibitors will be allotted hospitality suites at the Indianapolis Downtown Marriott, and/or the JW Marriott Indianapolis.

When is the best time to request a hospitality suite at the headquarters hotel?

A limited number of suites are available. Therefore, it is imperative that you make your request promptly.

How are hospitality suites assigned?

The available suites are assigned on a first-come, first-served basis to companies who are exhibiting at the AARC Congress 2017.

Are there any guidelines for suite activities?

Yes, AARC's policies are:

1. Hospitality suites may be open from 6:00 pm to 11:00 pm only.
2. Only companies that have purchased 2017 exhibit space will have access to hospitality suites within the headquarters hotel.
3. No one under legal drinking age may attend a hospitality suite. The sponsor is responsible for verifying identification, if necessary.
4. AARC has a "no smoking" policy. We ask that you adhere to this policy during all social functions.
5. Violation of these policies will result in loss of booth space privileges for two consecutive years.

When will I receive confirmation of my suite assignment?

Confirmations will be sent after each reservation booking, modification, or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via email within 5 days after any transaction, please contact the hotel in which you made the reservation.

What do I do if there are no suites available and I need to schedule a function at the headquarters hotels?

An exhibiting company may hold company meetings, or meetings at which convention registrants are invited, during AARC Congress. Exhibitors may use any means they wish to invite attendees. There can be no fee required to attend those meetings. Meeting rooms at the Congress hotel will be assigned on a first-come, first-served basis. Send your written request to Annette Phillips, Exhibits Coordinator; containing the date, time, purpose or proposed function, and number of anticipated guests. An answer will be sent to you and copied to the headquarters hotel releasing the meeting room space to your firm. Thereafter, you will deal directly with a representative from the hotel.

The AARC will not grant authorization in the convention hotel for exhibitor-sponsored meetings involving registrants **Wednesday-Saturday, October 4–7, from 8:30 A.M. to 5:00 P.M.** Authorization will also be declined for any company-sponsored functions on **Wednesday, October 4 from 8:00 P.M. to 11:00 P.M., and on Friday, October 6 from 5:00 P.M. to 8:00 P.M.** Those dates and times are reserved for functions involving all attendees at the convention.

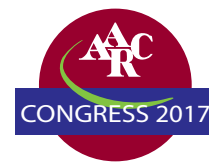
AARC rental fees for hotel meeting rooms are charged at \$500 for meetings or receptions in which Congress attendees are invited or \$3,000 for events with Congress attendees in which accredited education is provided.* There is not a rental fee for meetings/functions not involving Congress attendees.

Please direct your letter to Annette Phillips, AARC Exhibits Coordinator. You may submit it via e-mail at aphillips@aacrc.org, or fax at 972-484-2720.

Ms. Phillips will reply, in writing, and will send a letter directly to the Indianapolis Downtown Marriott, and/or the JW Marriott Indianapolis authorizing the release of space for your function. The hotel will then contact you directly with the room name and will confirm room set-up, catering requirements, payment criteria, etc.

• Not inclusive of any potential rental fees charged by the hotel.

BADGE REQUEST FORM FOR BOOTH PERSONNEL



DEADLINE DATE: September 8th, 2017

Return completed form to:

Annette Phillips, Exhibits Coordinator
AARC
9425 N. MacArthur #100
Irving, TX 75063-4706
Fax# (972) 484-2720

PLEASE TYPE OR PRINT

Company or Hospital Name: _____
(Company name must match name listed on contract)

Booth or Island Number: _____

City and State: _____

Pre-Convention Booth Manager: _____

On-Site Booth Manager: _____

(Please be sure this person will be present on all days, including set-up. This person is the only one who can make any changes to this form. More than one person can be listed as a booth manager. Be sure this person(s) is listed in the six names below)

First Name <i>(in alphabetical order)</i>	Last Name
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

An email will be sent to you with the instructions on how to submit your badges online. Or you can submit the above form to aphillips@aacr.org.

All forms and/or changes received past September 8th, 2017 will be processed on-site.

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

AARC CONGRESS 2017
OCTOBER 4 - 6, 2017
Indiana Convention Center
Indianapolis, IN

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue backwall drape, 3' high gray side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

The exhibit area is NOT carpeted; however, the aisles will be carpeted in Tuxedo (gray & black tweed).

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by MONDAY, SEPTEMBER 11, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

Monday	October 2	8:00 a.m. - 5:00 p.m.
Tuesday	October 3	8:00 a.m. - 5:00 p.m.

All exhibits must be fully installed by 5:00 p.m., Tuesday, October 3, 2017.

EXHIBIT HOURS

Wednesday	October 4	10:30 a.m. - 4:00 p.m.
Thursday	October 5	9:30 a.m. - 3:00 p.m.
Friday	October 6	9:30 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Friday	October 6	2:00 p.m. - 8:00 p.m.
Saturday	October 7	8:00 a.m. - 3:30 p.m.

NOTE: Overtime rates will apply after 4:30 p.m. on Friday, October 6, 2017.

Overtime rates will apply all day on Saturday, October 7, 2017.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Service Center as follows:

Monday	October 2	8:00 a.m. - 5:00 p.m.
Tuesday	October 3	8:00 a.m. - 5:00 p.m.
Wednesday	October 4	10:30 a.m. - 4:00 p.m.
Thursday	October 5	9:30 a.m. - 3:00 p.m.
Friday	October 6	9:30 a.m. - 8:00 p.m.
Saturday	October 7	8:00 a.m. - 3:30 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates **once the aisle carpet has been removed from the hall.**
- All exhibitor materials must be removed from the exhibit facility by **3:30 p.m., Saturday, October 7, 2017.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **1:30 p.m., Saturday, October 7, 2017.**

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **MONDAY, SEPTEMBER 11, 2017**. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse shipping address:

AARC CONGRESS 2017
 Exhibiting Company Name
 Booth # _____
FREEMAN
 c/o TF LOGISTICS
 4430 STOUT FIELD NORTH DRIVE
 INDIANAPOLIS, IN 46241

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **TUESDAY, SEPTEMBER 5, 2017**, at the above address. Materials arriving after **FRIDAY, SEPTEMBER 22, 2017**, will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

NOTE: THE WAREHOUSE WILL BE CLOSED MONDAY, SEPTEMBER 4, 2017 IN OBSERVANCE OF THE HOLIDAY.

Show site shipping address:

AARC CONGRESS 2017
 Exhibiting Company Name
 Booth # _____
 c/o FREEMAN
 INDIANA CONVENTION CENTER
 100 SOUTH CAPITOL AVENUE
 INDIANAPOLIS, IN 46225

Freeman will receive shipments at the above address beginning **MONDAY, OCTOBER 2, 2017 at 8:00 a.m.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 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 MONDAY, SEPTEMBER 11, 2017.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

**INCLUDE THIS FORM
 WITH YOUR ORDER
 PLEASE USE BLACK INK**

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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 VIA FAX OR POSTAL MAIL 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 (447956) on your remittance.

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

AMERICAN EXPRESS **MASTER CARD** **VISA** **We do not accept credit card information via email.**

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	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.freeman.com.
- Orders received after the deadline or without payment will be charged 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 Exhibitor Sales.

FREEMAN method of payment

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017

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 VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS MASTERCARD VISA **We do not accept credit card information via email.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

01/17 (447956)

FREEMAN third party authorization

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to 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 a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

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

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

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

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

AIR CARGO

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 repeatedly 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, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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.

- 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.
- 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.
- 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.
- 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.
- 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - 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:
- whenever or wherever the claimed loss or damage may occur;
 - 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;
 - 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:

- 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.
- 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.
- 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 five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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 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 \$5.00 (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. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business 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. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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-weighed weight of the shipment.

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

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

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SEPTEMBER 11, 2017

**INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

Naples Group - Black Leather

_____	810119*	Chair.....	381.60	419.75	534.25	_____
_____	830120*	Loveseat.....	513.40	564.75	718.75	_____
_____	830119*	Sofa.....	570.45	627.50	798.65	_____

Heathrow Group -Black Leather

_____	810116*	Armless Chair.....	289.25	318.20	404.95	_____
_____	810117*	Corner Chair.....	339.40	373.35	475.15	_____
_____	830116*	Sofa.....	491.75	540.95	688.45	_____

South Beach Group - Platinum Suede

_____	8301*	Sofa.....	497.20	546.90	696.10	_____
_____	8151*	Ottoman.....	218.35	240.20	305.70	_____

Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	395.30	434.85	553.40	_____
_____	830951*	Sofa.....	439.45	483.40	615.25	_____
_____	810950*	Chair.....	302.00	332.20	422.80	_____

Allegro Group - Blue Fabric

_____	81019*	Chair.....	397.35	437.10	556.30	_____
_____	83015*	Sofa.....	634.20	697.60	887.90	_____

Fairfax Group - White Vinyl

_____	810949*	Chair.....	254.70	280.15	356.60	_____
_____	830949*	Sofa.....	406.50	447.15	569.10	_____

Hopi Group - Gray Linen

_____	810140*	Chair.....	168.50	185.35	235.90	_____
_____	830150*	Sofa.....	215.25	236.80	301.35	_____

Tangiers Group - Beige Fabric

_____	810118*	Chair.....	338.35	372.20	473.70	_____
_____	830118*	Sofa.....	476.05	523.65	666.45	_____

Roma Group - White Vinyl

_____	81020*	Chair.....	444.35	488.80	622.10	_____
_____	83016*	Sofa.....	679.50	747.45	951.30	_____

CASUAL SEATING

Ottomans

_____	815122*	Endless Square - White Leather.....	237.20	260.90	332.10	_____
_____	815123*	Endless Square - Black Leather.....	237.20	260.90	332.10	_____
_____	815953*	Endless Curved - White Leather.....	331.40	364.55	463.95	_____
_____	815952*	Endless Curved - Black Leather.....	331.40	364.55	463.95	_____
_____	815120*	Bench - White Leather.....	295.05	324.55	413.05	_____
_____	815121*	Bench - Black Leather.....	295.05	324.55	413.05	_____
_____	815119*	Half-Bench - White Vinyl.....	267.80	294.60	374.90	_____

FREEMAN furnishings

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 by ordering at www.freeman.com
 before **SEPTEMBER 11, 2017**

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						
_____	81518*	Vibe - Blue Vinyl.....	112.10	123.30	156.95	_____
_____	81519*	Vibe - Red Vinyl.....	112.10	123.30	156.95	_____
_____	81525*	Vibe - OrangeVinyl.....	112.10	123.30	156.95	_____
_____	81520*	Vibe - Pink Vinyl.....	112.10	123.30	156.95	_____
_____	81517*	Vibe - Yellow Vinyl.....	112.10	123.30	156.95	_____
_____	81530*	Vibe - Black Vinyl.....	97.85	107.65	137.00	_____
_____	81531*	Vibe - White Vinyl.....	97.85	107.65	137.00	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	166.15	182.75	232.60	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	166.15	182.75	232.60	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	166.15	182.75	232.60	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	166.15	182.75	232.60	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	166.15	182.75	232.60	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	166.15	182.75	232.60	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	166.15	182.75	232.60	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	166.15	182.75	232.60	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	166.15	182.75	232.60	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	166.15	182.75	232.60	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	161.30	177.45	225.80	_____
Banquettes						
_____	8506*	Banquette, Center Cone w/Electrical Charging Outlet	475.85	523.45	666.20	_____
_____	8507*	Banquette, Quarter Curve Ottoman.....	314.55	346.00	440.35	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	146.95	161.65	205.75	_____
_____	71090	Black Diamond Arm Chair.....	185.90	204.50	260.25	_____
_____	210108	Limerick® Chair by Herman Miller.....	104.75	115.25	146.65	_____
_____	8102*	Madrid Chair - Black Leather/Chrome.....	620.95	683.05	869.35	_____
_____	810816*	Madrid Chair - White Leather/Chrome.....	620.95	683.05	869.35	_____
_____	810948*	Meeting Chair - White Vinyl.....	220.95	243.05	309.35	_____
_____	810835*	Meeting Chair - Espresso Bonded Leather.....	171.15	188.25	239.60	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	224.25	246.70	313.95	_____
_____	8103*	Tub Chair - Black Fabric.....	310.45	341.50	434.65	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	338.10	371.90	473.35	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	163.60	179.95	229.05	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	74.70	82.15	104.60	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	71.85	79.05	100.60	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	94.40	103.85	132.15	_____
_____	810851*	Zenith Chair - White/Chrome.....	116.25	127.90	162.75	_____
_____	810841*	Rustique Chair with Arms.....	98.40	108.25	137.75	_____
_____	810837*	Razor Armless Chair - White High Density Plastic.....	46.30	50.95	64.80	_____
_____	810875*	Swanson Chair - White Vinyl.....	184.90	203.40	258.85	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	86.55	95.20	121.15	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	86.55	95.20	121.15	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	94.90	104.40	132.85	_____

FREEMAN furnishings

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by ordering at www.freeman.com
before SEPTEMBER 11, 2017

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Conference Chairs						
_____	71046	Gray Gaslift Chair With Arms.....	286.35	315.00	400.90	_____
_____	71045	Gray Gaslift Chair Without Arms.....	269.65	296.60	377.50	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	245.90	270.50	344.25	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	248.60	273.45	348.05	_____
_____	810807*	Luxor Executive Chair - Black Leather.....	328.85	361.75	460.40	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	220.90	243.00	309.25	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	220.90	243.00	309.25	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	260.20	286.20	364.30	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	260.30	286.35	364.40	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	269.80	296.80	377.70	_____
Bars & Bar Stools						
_____	8501*	Martini Bar.....	999.75	1,099.75	1,399.65	_____
_____	71088	Black Diamond Stool.....	234.40	257.85	328.15	_____
_____	71048	Gray Gaslift Stool with Arms.....	393.90	433.30	551.45	_____
_____	71047	Gray Gaslift Stool without Arms.....	346.15	380.75	484.60	_____
_____	210109	Limerick® Stool by Herman Miller.....	146.85	161.55	205.60	_____
_____	810872*	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	129.20	142.10	180.90	_____
_____	810873*	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	129.20	142.10	180.90	_____
_____	810871*	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	129.20	142.10	180.90	_____
_____	810870*	Lift Hydraulic Barstool - White Vinyl/Chrome.....	129.20	142.10	180.90	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	148.40	163.25	207.75	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	148.40	163.25	207.75	_____
_____	810850*	Zenith Barstool - White/Chrome.....	116.25	127.90	162.75	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	239.15	263.05	334.80	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	239.15	263.05	334.80	_____
_____	810848*	Christopher Barstool - White.....	155.70	171.25	218.00	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	175.30	192.85	245.40	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	266.20	292.80	372.70	_____
_____	810839*	Rustique Barstool - Gunmetal.....	98.40	108.25	137.75	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	131.80	145.00	184.50	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	185.50	204.05	259.70	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	185.50	204.05	259.70	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	124330	Draped Table 3'L x 30"H.....	105.75	116.35	148.05	_____
_____	124430	Draped Table 4'L x 30"H.....	135.80	149.40	190.10	_____
_____	124630	Draped Table 6'L x 30"H.....	174.40	191.85	244.15	_____
_____	124830	Draped Table 8'L x 30"H.....	211.15	232.25	295.60	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	43.25	47.55	60.55	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	43.25	47.55	60.55	_____
_____	124342	Draped Counter 3'L x 42"H.....	143.55	157.90	200.95	_____
_____	124442	Draped Counter 4'L x 42"H.....	169.75	186.75	237.65	_____
_____	124642	Draped Counter 6'L x 42"H.....	209.75	230.75	293.65	_____
_____	124842	Draped Counter 8'L x 42"H.....	243.00	267.30	340.20	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	57.50	63.25	80.50	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	57.50	63.25	80.50	_____

Undraped Tables & Counters

Undraped Tables - Tables are 24" wide					
--	--	--	--	--	--

_____	125330	Undraped Table 3'L x 30"H.....	39.50	43.45	55.30	_____
_____	125430	Undraped Table 4'L x 30"H.....	45.70	50.25	64.00	_____
_____	125630	Undraped Table 6'L x 30"H.....	60.70	66.75	85.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	72.00	79.20	100.80	_____
_____	125342	Undraped Counter 3'L x 42"H.....	72.00	79.20	100.80	_____
_____	125442	Undraped Counter 4'L x 42"H.....	77.60	85.35	108.65	_____
_____	125642	Undraped Counter 6'L x 42"H.....	91.60	100.75	128.25	_____
_____	125842	Undraped Counter 8'L x 42"H.....	103.85	114.25	145.40	_____

Table Top Risers - Risers are 8" wide					
--	--	--	--	--	--

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	32.25	35.50	45.15	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	32.25	35.50	45.15	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	37.75	41.55	52.85	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	37.75	41.55	52.85	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	43.60	47.95	61.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	43.60	47.95	61.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	49.35	54.30	69.10	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	49.35	54.30	69.10	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	60.40	66.45	84.55	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	60.40	66.45	84.55	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	71.40	78.55	99.95	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	71.40	78.55	99.95	_____

Pedestal Tables - SoHo Series

_____	72069	Black Top Cafe - 30"H x 24"W.....	215.80	237.40	302.10	_____
_____	72067	Black Top Cafe - 30"H x 36"W.....	221.85	244.05	310.60	_____
_____	72066	Black Top Mini - 18"H x 18"W.....	118.15	129.95	165.40	_____
_____	72070	Black Top Bistro - 42"H x 24"W.....	235.60	259.15	329.85	_____
_____	72068	Black Top Bistro - 42"H x 36"W.....	242.15	266.35	339.00	_____

FREEMAN furnishings

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CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series - Butcher Block Top						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	221.85	244.05	310.60	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	221.85	244.05	310.60	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	242.15	266.35	339.00	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	242.15	266.35	339.00	
Pedestal Tables						
	820232*	Standard Base Cafe Table - Liquid White.....	219.35	241.30	307.10	
	8201203*	Standard Base Cafe Table - Blue Steel.....	179.35	197.30	251.10	
	820231*	Standard Base Bar Table - Liquid White.....	203.25	223.60	284.55	
	8201204*	Standard Base Bar Table - Blue Steel.....	227.55	250.30	318.55	
	820224*	Hydraulic Base Cafe Table - Liquid White.....	304.90	335.40	426.85	
	820230*	Hydraulic Base Bar Table - Liquid White.....	304.90	335.40	426.85	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	242.25	266.50	339.15	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	242.25	266.50	339.15	
	820265*	Madison Cafe Table - Gray Acajou.....	181.85	200.05	254.60	
	820264*	Madison Bar Table - Gray Acajou.....	199.10	219.00	278.75	
Occasional End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel	200.65	220.70	280.90	
	82014*	Silverado Table - Tempered Glass/Painted Steel.....	212.45	233.70	297.45	
	820252*	Alondra End Table - Glass/Chrome.....	168.50	185.35	235.90	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	233.80	257.20	327.30	
	820253*	Alondra End Table - Wood/Chrome.....	168.50	185.35	235.90	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	233.80	257.20	327.30	
	82028*	Geo End Table - Wood/Black Steel.....	199.60	219.55	279.45	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	203.75	224.15	285.25	
	82035*	Geo End Table - Glass/Chrome.....	155.40	170.95	217.55	
	82034*	Geo Cocktail Table - Glass/Chrome.....	173.10	190.40	242.35	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	186.85	205.55	261.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	186.85	205.55	261.60	
	82052*	Sydney Table - Black Laminate/Brushed Steel.....	226.20	248.80	316.70	
	82053*	Sydney Table - White Laminate/Brushed Steel.....	226.20	248.80	316.70	
	82088*	Oliver End Table - Walnut Finish.....	184.90	203.40	258.85	
	82087*	Oliver Table - Walnut Finish.....	208.50	229.35	291.90	
	82075*	Regis End Table - Brushed Metal.....	176.60	194.25	247.25	
	82074*	Regis Bench Table - Brushed Metal.....	249.75	274.75	349.65	
	820844*	Aura Round Table - White Metal.....	104.85	115.35	146.80	
	82057*	Edge LED Lighted Table-White Plastic/Clear Acrylic	161.30	177.45	225.80	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	247.85	272.65	347.00	
	82044*	Geo Square-Round Table - Glass/Chrome.....	247.85	272.65	347.00	
Conference Tables						
	82041*	Geo Conference Table - Glass/Black Steel.....	295.05	324.55	413.05	
	82051*	Geo Conference Table - Glass/Chrome.....	306.85	337.55	429.60	
	820260*	Madison Conference Table - Gray Acajou.....	311.40	342.55	435.95	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	377.25	415.00	528.15	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	403.25	443.60	564.55	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	564.55	621.00	790.35	_____
_____	82067*	Communal Table 30"H Maple.....	403.25	443.60	564.55	_____
_____	82068*	Communal Table 42"H Maple.....	564.55	621.00	790.35	_____
_____	82063*	Communal Table 30"H White.....	403.25	443.60	564.55	_____
_____	82066*	Communal Table 42"H White.....	564.55	621.00	790.35	_____
_____	820708*	42" Round Conference Table - White Laminate.....	306.55	337.20	429.15	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	440.60	484.65	616.85	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	525.20	577.70	735.30	_____

Computer Desk/Tables

_____	84075*	Madison Desk - Gray Acajou.....	467.05	513.75	653.85	_____
_____	84077*	Madison Credenza - Gray Acajou.....	389.55	428.50	545.35	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	333.35	366.70	466.70	_____
_____	820706*	Work Desk - White Laminate.....	264.10	290.50	369.75	_____
_____	820707*	Merlin Table - Gray Laminate.....	274.70	302.15	384.60	_____

POWERED

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	522.40	574.65	731.35	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	701.35	771.50	981.90	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	807.45	888.20	1,130.45	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	522.40	574.65	731.35	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	807.45	888.20	1,130.45	_____

Powered Tables

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	343.40	377.75	480.75	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	476.00	523.60	666.40	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	621.80	684.00	870.50	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	458.75	504.65	642.25	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	402.30	442.55	563.20	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	311.40	342.55	435.95	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	311.40	342.55	435.95	_____

Powered Products Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	380.80	418.90	533.10	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	380.80	418.90	533.10	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	455.05	500.55	637.05	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	455.05	500.55	637.05	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	140.05	154.05	196.05	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	163.10	179.40	228.35	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	254.50	279.95	356.30	_____

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Refrigerator																								
_____	75057	Small Refrigerator.....	422.50	464.75	591.50	_____																		
_____	8503001*	Refrigerator - White.....	616.60	678.25	863.25	_____																		
Lighting																								
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	125.90	138.50	176.25	_____																		
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	184.90	203.40	258.85	_____																		
Display																								
_____	75020	Display Cylinder - Black - Low.....	275.25	302.80	385.35	_____																		
_____	75021	Display Cylinder - Black - Medium.....	275.25	302.80	385.35	_____																		
_____	75022	Display Cylinder - Black - High.....	275.25	302.80	385.35	_____																		
_____	75030	Display Cube - Black - 12" Small.....	271.35	298.50	379.90	_____																		
_____	75031	Display Cube - Black - 18" Medium.....	290.60	319.65	406.85	_____																		
_____	75032	Display Cube - Black - 24" Large.....	329.25	362.20	460.95	_____																		
_____	75079	Orion Computer Kiosk.....	534.25	587.70	747.95	_____																		
_____	72056	Display Counter - Black.....	267.90	294.70	375.05	_____																		
Tablet Stand																								
_____	850714*	Mobile Tablet Stand - White.....	188.10	206.90	263.35	_____																		
_____	850715*	Mobile Tablet Stand - Black.....	188.10	206.90	263.35	_____																		
Tablet Stand Accessories																								
_____	850711*	Brochure Holder - Black.....	23.60	25.95	33.05	_____																		
_____	850712*	Wireless Printer Holder - Black.....	23.60	25.95	33.05	_____																		
_____	850713*	Charging Shelf - Black.....	23.60	25.95	33.05	_____																		
Accessories																								
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	94.10	103.50	131.75	_____																		
_____	220118	Chrome Sign Holder.....	119.90	131.90	167.85	_____																		
_____	750135	Round Literature Rack.....	252.05	277.25	352.85	_____																		
_____	750136	Flat Literature Rack.....	222.90	245.20	312.05	_____																		
_____	220109	Chrome Coat Tree.....	44.65	49.10	62.50	_____																		
_____	220134	Aluminum Easel.....	48.45	53.30	67.85	_____																		
_____	220110	Chrome Bag Rack.....	119.90	131.90	167.85	_____																		
_____	10201484	Floor Standing Bulletin Board.....	261.85	288.05	366.60	_____																		
_____	220106	Corrugated Wastebasket.....	14.10	15.50	19.75	_____																		
_____	220107	Wastebasket.....	21.20	23.30	29.70	_____																		
Special Drape																								
<table border="1"> <tr> <td colspan="6">Special Drape</td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Flax</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>							Special Drape						<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax		<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	
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<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White																				
_____	12103	Special Drape 3'H (per ft.).....	22.00	24.20	30.80	_____																		
_____	12108	Special Drape 8'H (per ft.).....	29.95	32.95	41.95	_____																		

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

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

*Asterisk indicates item is a Freeman Select furnishing

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FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

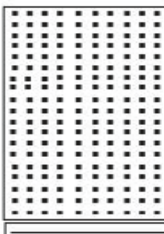
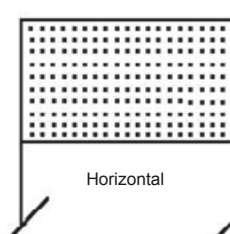




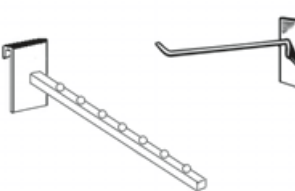

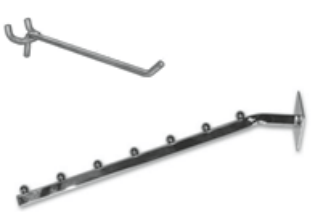


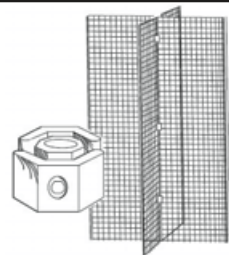
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	257.55	283.30	360.55	_____
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	_____
___	10201182	1/2 M x 8'H Single Side-Vert.....	193.90	213.30	271.45	_____
___	10201480	4' x 8' Single Side-Horz.....	257.55	283.30	360.55	_____
___	102040	4" Single Hook.....	3.40	3.75	4.75	_____
___	102060	6" Single Hook.....	3.40	3.75	4.75	_____
___	102080	8" Single Hook.....	3.40	3.75	4.75	_____
___	10205	12" Shelf Bracket.....	21.30	23.45	29.80	_____
___	10207	7-Ball Waterfall Arm.....	39.80	43.80	55.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS						
___	103028	Chrome Grid.....	115.70	127.25	162.00	_____
___	103010	Black Grid.....	115.70	127.25	162.00	_____
___	103011	White Grid.....	N/A	N/A	N/A	_____
___	103040	Grid Legs (Chrome).....	44.40	48.85	62.15	_____
___	103041	Grid Legs (Black).....	44.40	48.85	62.15	_____
___	103042	Grid Legs (White).....	N/A	N/A	N/A	_____
___	103030	Grid Connectors.....	14.50	15.95	20.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	33.40	36.75	46.75	_____
___	10305	5-Ball Waterfall Arm.....	35.65	39.20	49.90	_____
___	10307	7-Ball Waterfall Arm.....	39.80	43.80	55.70	_____
___	10309	Cleaver Clip.....	N/A	N/A	N/A	_____
___	103044	4" Single Hook.....	3.40	3.75	4.75	_____
___	103046	6" Single Hook.....	3.40	3.75	4.75	_____
___	103048	8" Single Hook.....	3.40	3.75	4.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	_____
___	15905	Fish Bowl.....	37.60	41.35	52.65	_____
___	159011	Ticket Tumbler - Small.....	142.00	156.20	198.80	_____
___	10405	Garment Rack.....	154.65	170.10	216.50	_____
___	10404	4-way Slant Arm.....	193.90	213.30	271.45	_____
___	10403	2-way Straight Arm.....	154.10	169.50	215.75	_____

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

FREEMAN accessories

Take advantage of the Online price by ordering at www.freemanco.com/store before SEPTEMBER 11, 2017

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 362.25	\$ 398.50	\$ 507.15	_____
_____	10' x 20' Classic Carpet	\$ 724.50	\$ 796.95	\$ 1,014.30	_____
_____	10' x 30' Classic Carpet	\$ 1,086.75	\$ 1,195.45	\$ 1,521.45	_____
_____	10' x 40' Classic Carpet	\$ 1,449.00	\$ 1,593.90	\$ 2,028.60	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 115.50	\$ 127.05	\$ 161.70	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 231.00	\$ 254.10	\$ 323.40	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 346.50	\$ 381.15	\$ 485.10	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 462.00	\$ 508.20	\$ 646.80	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 231.00	\$ 254.10	\$ 323.40	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 462.00	\$ 508.20	\$ 646.80	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 693.00	\$ 762.30	\$ 970.20	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 924.00	\$ 1,016.40	\$ 1,293.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 236.90	\$ 260.60	\$ 331.65	_____
_____	9' x 20' Classic Carpet	\$ 473.55	\$ 520.90	\$ 662.95	_____
_____	9' x 30' Classic Carpet	\$ 710.45	\$ 781.50	\$ 994.65	_____
_____	9' x 40' Classic Carpet	\$ 947.15	\$ 1,041.85	\$ 1,326.00	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 103.95	\$ 114.35	\$ 145.55	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 207.90	\$ 228.70	\$ 291.05	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 311.85	\$ 343.05	\$ 436.60	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 415.80	\$ 457.40	\$ 582.10	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 207.90	\$ 228.70	\$ 291.05	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 415.80	\$ 457.40	\$ 582.10	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 623.70	\$ 686.05	\$ 873.20	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 831.60	\$ 914.75	\$ 1,164.25	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

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

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 11, 2017

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.80**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.80	\$ 4.20	\$ 5.30	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.05	\$ 5.55	\$ 7.05	_____
Over 700 sq. ft.		\$ 4.30	\$ 4.75	\$ 6.00	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.90	\$ 6.50	\$ 8.25	_____
Over 700 sq. ft.		\$ 5.35	\$ 5.90	\$ 7.50	_____

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

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.20**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.20	\$ 1.30	\$ 1.70	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.00	\$ 1.10	\$ 1.40	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.40	\$ 2.60	\$ 3.40	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.00	\$ 2.20	\$ 2.80	_____

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

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 11, 2017

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days	1.50	2.10	_____
_____	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 Time	1.05	1.45	_____
_____	630200	Shampoo Carpet - 2 Days	2.10	2.90	_____
_____	630300	Shampoo Carpet - 3 Days	3.15	4.35	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	75.50	105.70	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	108.30	151.60	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	129.85	181.80	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST				
_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost

FREEMAN

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 FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet: Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,895.00	\$ 2,653.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,695.00	\$ 5,173.00	_____

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet: Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,195.00	\$ 1,673.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 1,995.00	\$ 2,793.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs.).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST

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

FREEMAN

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 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,204.55	4,486.35	<input type="checkbox"/> 10' x 20'	6,275.70	8,786.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,907.45	2,670.45	<input type="checkbox"/> 10' x 20'	3,681.35	5,153.90	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,708.15	3,791.40	<input type="checkbox"/> 10' x 20'	5,282.95	7,396.15	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,715.45	3,801.65	<input type="checkbox"/> 10' x 20'	5,284.40	7,398.15	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,852.50	3,993.50	<input type="checkbox"/> 10' x 20'	5,591.70	7,828.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,973.65	4,163.10	<input type="checkbox"/> 10' x 20'	5,878.85	8,230.40	_____

CHOOSE YOUR PANEL

- Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfboard

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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

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

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

FREEMAN rental exhibits

FREEMAN

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 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

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 SEPTEMBER 11, 2017**

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NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

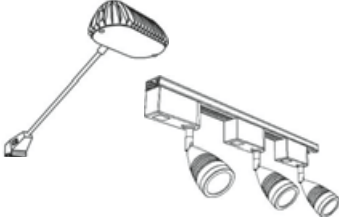
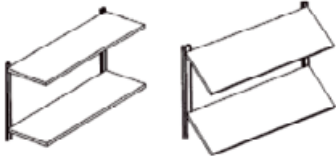
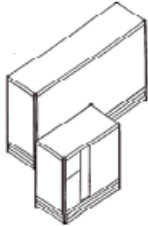
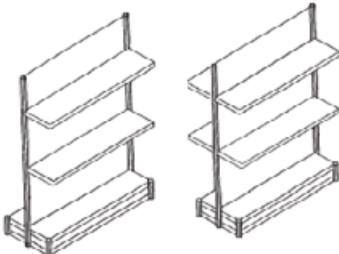


COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	121.50	170.10	_____
___	172514	4' Tracklight (3 lights)	369.50	517.30	_____
___	17252	Halogen Light	N/A	N/A	_____

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.....	638.40	893.75	_____
___	17306	1M x 1/2M x 42" High.....	714.80	1,000.70	_____
___	17308	2M x 1/2M x 36" High.....	803.95	1,125.55	_____
___	17309	2M x 1/2M x 42" High.....	841.85	1,178.60	_____
___	173010	1M Radius x 1/2M x 36" High.	597.70	836.80	_____
___	173011	1M Radius x 1/2M x 42" High..	699.20	978.90	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	25.85	36.20	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	433.55	606.95	_____
___	174542	Double Sided 1M x 4' High..	542.05	758.85	_____
___	174581	Single Sided 1M x 8' High...	600.40	840.55	_____
___	174582	Double Sided 1M x 8' High..	750.55	1,050.75	_____

SHELVES					
___	17201	1M Straight (37" x 12")	110.85	155.20	_____
___	17206	1M Angled (37" x 12")	110.85	155.20	_____

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	38.40	53.75	_____

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

Don't see what you need?
 Please call Exhibitor Sales at (773) 473-7080.

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

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

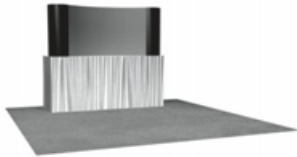
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,180.55	1,652.75	_____	_____
40"H x 8'W	1,377.30	1,928.20	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,477.05	2,067.85	_____	_____
40"H x 8'W	1,672.45	2,341.45	_____	_____

*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

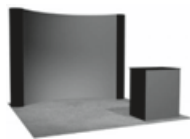
***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

Table Drape:

Black Blue Brown Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,970.20	2,758.30	_____	_____
8'H x 10'W	2,355.85	3,298.20	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	3,348.75	4,688.25	_____	_____
8'H x 10'W	3,931.25	5,503.75	_____	_____

*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

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 Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

All Classic carpet contain recycled content and are recyclable.

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	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	224.30	314.00	_____	_____	319.00	446.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	118.05	165.25	_____	_____	232.50	325.50	_____
1715802	Straight Shelf	_____	90.45	126.65	_____	_____	161.30	225.80	_____
1715803	Angled Shelf	_____	90.45	126.65	_____	_____	161.30	225.80	_____

QUICK TIPS

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

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

PURCHASE UNITS TOTAL COST

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

Sub-Total	+	7% Tax	=	Total Cost
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F R E E M A N

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 5, 2017**

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

FREEMAN fabric solutions

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.

Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$ 7,551.70	\$11,327.55	_____
_____	10' x 10'	4'	40'	\$ 8,971.80	\$13,457.70	_____
_____	15' x 15'	3'	60'	\$10,687.80	\$16,031.70	_____
_____	15' x 15'	4'	60'	\$12,613.25	\$18,919.90	_____

Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$ 6,671.55	\$10,007.35	_____
_____	10'	4'	31.42'	\$ 7,708.80	\$11,563.20	_____
_____	15'	3'	47.12'	\$ 9,405.55	\$14,108.35	_____
_____	15'	4'	47.12'	\$10,890.35	\$16,335.55	_____

Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	30'	\$ 5,809.40	\$ 8,714.10	_____
_____	10' x 10'	4'	30'	\$ 6,774.90	\$10,162.35	_____
_____	15' x 15'	3'	45'	\$ 8,984.05	\$13,476.10	_____
_____	15' x 15'	4'	45'	\$12,806.05	\$19,209.10	_____

Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$ 4,886.65	\$ 7,330.00	_____
_____	15'	4'	30'	\$ 6,134.45	\$ 9,201.70	_____
_____	20'	4'	40'	\$ 8,648.00	\$12,972.00	_____

Total: _____ x 7% (Tax) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

FREEMAN

8201 West 47th Street
McCook, IL 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

COMPANY NAME: _____ BOOTH #: _____

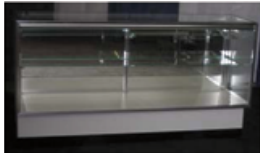
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

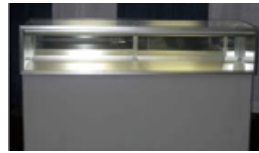
SHOWCASES



FULL VISION CASE



TOWER CASE



QUARTER VISION CASE



CORNER VISION CASE



WALLCASE



HALF VISION CASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FULL VISION CASE						
1-8" & 1-10" Glass Shelf with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$650.75	\$715.85	\$911.05	\$ _____
_____	101051	5'.....	\$650.75	\$715.85	\$911.05	\$ _____
_____	101061	6'.....	\$650.75	\$715.85	\$911.05	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
QUARTER VISION CASE						
12" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$650.75	\$715.85	\$911.05	\$ _____
_____	101052	5'.....	\$650.75	\$715.85	\$911.05	\$ _____
_____	101062	6'.....	\$650.75	\$715.85	\$911.05	\$ _____

HALF VISION CASE						
1-10" Glass Shelf with Adjustable Brackets						
18" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$650.75	\$715.85	\$911.05	\$ _____
_____	101050	5'.....	\$650.75	\$715.85	\$911.05	\$ _____
_____	101060	6'.....	\$650.75	\$715.85	\$911.05	\$ _____

CORNER VISION CASE						
Includes Rear Access and Glass Shelves						
Case is 20" Deep						
Available in Full, Half, and Quarter Sizes						
*Cases on the sides in picture above are not included						
_____	101091	Full.....	\$795.40	\$874.95	\$1113.55	\$ _____
_____	101090	Half.....	\$795.40	\$874.95	\$1113.55	\$ _____
_____	101092	Quarter.....	\$795.40	\$874.95	\$1113.55	\$ _____

TOWER CASE						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$853.25	\$938.60	\$1194.55	\$ _____

WALLCASE						
Dimensions are 48"L x 20"D x 72" H						
(4) 12" Glass Shelves						
Adjustable Brackets						
Lights						
Locks						
60" High Sliding Glass Doors						
Available in See-Thru (pictured above) and Solid						
_____	1010203	Solid.....	\$824.30	\$906.75	\$1154.00	\$ _____
_____	1010204	See-Thru.....	\$824.30	\$906.75	\$1154.00	\$ _____

- All showcases are 20"D x 38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical services are **NOT** included. Please order the electrical service from the electrical contractor.

TOTAL COST		
Sub-Total	+ Tax (7%)	= TOTAL
_____	_____	_____

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

**For fast, easy ordering, go to www.freeman.com
 GRAPHICS**

**To order your graphics, complete this order form and attach your sign copy or electronic file.
 Please see artwork guidelines for electronic files on page 2 of this form.
 Note: All graphics are subject to a 100% Cancellation Charge.**

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 18.80 per sq. ft. discount price
 x or = \$ _____
 \$ 28.20 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:
 Electronic File Name _____

Application _____
 PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	34.80	52.20 =	_____
7" x 22" @ _____	34.80	52.20 =	_____
7" x 44" @ _____	48.90	73.35 =	_____
9" x 44" @ _____	63.15	94.75 =	_____
11" x 14" @ _____	34.80	52.20 =	_____
14" x 22" @ _____	48.90	73.35 =	_____
14" x 44" @ _____	97.80	146.70 =	_____
22" x 28" @ _____	97.80	146.70 =	_____
28" x 44" @ _____	197.50	296.25 =	_____
20" x 60" @ _____	197.50	296.25 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

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

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal 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 or art department. 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

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may 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 may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

INDIANAPOLIS AREA UNION JURISDICTIONS

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

EXHIBIT INSTALLATION AND DISMANTLING

Freeman has an agreement with the Teamsters through the Indiana Convention Center to provide labor for exhibit display installation and dismantle. Full time employees of the exhibiting companies, however, may install/dismantle their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union.

MATERIAL HANDLING / FREIGHT

The Teamster Union handles all freight in the loading docks and in the exhibit hall. They unload all contracted carriers and company trucks; deliver the materials to your booth, remove materials from your booth and reload trucks at the close of the show. The exception to this is machinery, which is handled by Riggers.

Exhibitors may handle their own materials in/out of the exhibiting facility; however, use of the Loading Docks and motorized equipment such as forklifts is prohibited.

Exhibitors may un-load/re-load in the designated "Tarmac Area" and use the designated "Loading Ramp" to move their materials in/out of the exhibit facility, using their own non-motorized wheeled dollies.

MATERIAL HANDLING / MACHINERY

Riggers are responsible for the unloading/reloading of all machinery from/to trucks, moving machines to/from your booth and un-crating/re-crating them, if necessary. Riggers also spot machines in your booth, un-skid/re-skid machinery, install/remove headers, iron beams, etc., that are part of displays requiring a forklift.

HANGING SIGNS, TRUSS, MOTORS & LIGHTS

Freeman has an agreement with the Stage Hands through the Indiana Convention Center to provide labor for hanging signs/banners, truss, chain motors and overhead lights. Labor required for assembly and hanging of all signs and box/theatrical truss will be provided through Freeman. As Freeman has the liability for hanging signs and truss, their labor is exclusive to this service.

Please return form to:

AMERICAN ASSN OF RESPIRATORY CARE
9425 NO. MACARTHUR BLVD., SUITE 100
IRVING, TX 75063-4725

Attn: DOUG LAHER
Phone:
Email: laher@aarc.com

DEADLINE DATE
SEPTEMBER 5, 2017

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017

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

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 11, 2017

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

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
Straight Time - 8:00 a.m. to 4:30 p.m. Monday through Friday	\$ 97.00	\$ 135.80
Overtime - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday	\$ 145.50	\$ 203.70
Double Time - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays.	\$ 194.00	\$ 271.60

NOTE: On the break of a show occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 P.M. shall be charged at Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**
- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.

INSTALLATION LABOR

SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side

- 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: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side

- 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: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

F R E E M A N

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

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

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

Other (Specify) _____

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 CARRIER: (Please indicate the carrier's name)

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

Delivery back to warehouse at Exhibitor's Expense.

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

F R E E M A N

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Freeman. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved and hung. Hanging signs greater than 500 lbs. must be certified for structural integrity and safety in order to be approved.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed Indiana Convention Center ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than **WAREHOUSE DEADLINE**. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Ship to:

**AARC CONGRESS 2017
 Exhibiting Company & Booth #
 Freeman
 c/o TF LOGISTICS
 4430 STOUT FIELD NORTH DRIVE
 INDIANAPOLIS, IN 46241**

HOURS

Straight Time

8:00 a.m. to 5:00 p.m., Monday through Friday

Overtime

5:00 p.m. to Midnight, Monday through Friday; and ALL DAY Saturday

Double Time

Midnight to 8:00 a.m., Monday through Friday; ALL DAY Sunday, and Holidays

EQUIPMENT AND LABOR RATES FOR CEILING RIGGING

Crews (Hanging Signs/Truss/Lights)

Crew Size - MINIMUM of two people under normal circumstances. However; at Freeman's discretion, based on the scope of work and safety, 3 or more men may be required.

Materials

Cable, clamps, etc. additional and charged accordingly

Crews (Chain Motors)

Stagehand Riggers - Minimum Two riggers for 4 Hours Each. Stagehand Riggers are required anytime a motor has to be hung from the ceiling. Riggers will require a condor.

Equipment With Crew

- **Standard prices will apply to all orders placed after the deadline date.**
- Rates are per lift and two person crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half hour increments.
- Straight Time cannot be guaranteed.
- Date/Time for Install/Removal of hanging signs will be at Freeman's discretion.

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Condor			
Condor With Crew	\$ 436.00	\$ 544.00	\$ 651.50
Show Site Pricing	\$ 610.40	\$ 761.60	\$ 912.10
Condor With Rigger Crew. \$	469.00	\$ 593.50	\$ 717.50
Show Site Pricing	\$ 656.60	\$ 830.90	\$1004.50
Assembly Crew/Additional Ground Labor			
Sign Assembly Labor.....	\$ 107.75	\$ 161.75	\$ 215.50
(Per Person/Per Hour)			
Show Site Pricing	\$ 150.85	\$ 226.45	\$ 301.70
*Stagehand	\$ 107.75	\$ 161.75	\$ 215.50
(Per Person/Per Hour)			
Show Site Pricing	\$ 150.85	\$ 226.45	\$ 301.70
*Stagehand Rigger	\$ 124.25	\$ 186.50	\$ 248.50
(Per Person/Per Hour)			
Show Site Pricing	\$ 173.95	\$ 261.10	\$ 347.90

***Please Note: These rates are in addition to Condor with Crew rates.**

FREEMAN hanging sign / hanging truss / lighting labor

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____
 Metal or Wood _____
 Other _____

Shape: Square _____
 Triangle _____
 Rectangle _____
 Other _____

Size: Height _____
 Length _____
 Width _____
 Weight of Sign _____

Does Your Sign Require:
 Electricity _____
 Assembly _____
 *Chain Motor _____

- * Any sign that requires Chain Motor Lifts or Chain Hoist lifts will require Stagehand Riggers. The minimum crew size is 2 Riggers to install and remove chain motors. There is a minimum 4 hour call for each Stagehand Rigger.

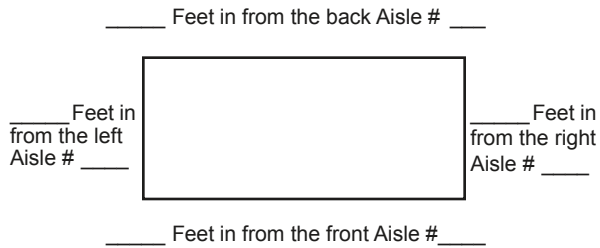
TRUSS / LIGHTING

- Indicate Estimated arrival date **IF shipping directly to Show Site**

Arrival Date: _____

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

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

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

_____ No Supervision Required

_____ Freeman I&D

_____ Exhibitor Personnel

_____ Display House

- ** Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DEADLINE DATE
SEPTEMBER 11, 2017
PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED

FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **AARC CONGRESS 2017** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **AMERICAN ASSN OF RESPIRATORY CARE, INDIANA CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

Freeman

TRANSPORTATION COMPLETE



Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.



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

FREEMAN

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

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

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

AARC CONGRESS 2017

C/O: FREEMAN
TF LOGISTICS WHSE, 4430 STOUT FIELD NO DRIVE
INDIANAPOLIS, IN 46241

MUST BE DELIVERED BY SEPTEMBER 22, 2017

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

FREEMAN / Exhibiting Company Name / Booth #

AARC CONGRESS 2017

C/O: FREEMAN
INDIANA CONVENTION CENTER
100 S CAPITOL AVE
INDIANAPOLIS, IN 46225

CANNOT BE DELIVERED BEFORE OCTOBER 02, 2017

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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 VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (447956) _____

FREEMAN exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 05, 2017

RECEIVING DATE BEGINS: SEPTEMBER 05, 2017

DEADLINE DATE IS: SEPTEMBER 22, 2017

DEADLINE DATE IS: SEPTEMBER 22, 2017

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

**TF LOGISTICS WAREHOUSE
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241**

C/O: FREEMAN

**TF LOGISTICS WAREHOUSE
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241**

WAREHOUSE

WAREHOUSE

EVENT: AARC CONGRESS 2017

EVENT: AARC CONGRESS 2017

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

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

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 02, 2017

CANNOT DELIVER BEFORE OCTOBER 02, 2017

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
INDIANA CONVENTION CENTER
100 S CAPITOL AVE

INDIANAPOLIS, IN 46225

C/O: FREEMAN
INDIANA CONVENTION CENTER
100 S CAPITOL AVE

INDIANAPOLIS, IN 46225

SHOW SITE

SHOW SITE

EVENT: AARC CONGRESS 2017

EVENT: AARC CONGRESS 2017

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H
DO NOT DELAY

DELIVER BY SEPTEMBER 22, 2017

TO: _____
EXHIBITOR NAME

FREEMAN
c/o **TF LOGISTICS**
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

HANGING SIGN

_____ *AARC CONGRESS 2017* _____

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H
DO NOT DELAY

DELIVER BY SEPTEMBER 22, 2017

TO: _____
EXHIBITOR NAME

FREEMAN
c/o **TF LOGISTICS**
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

HANGING SIGN

_____ *AARC CONGRESS 2017* _____

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

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 the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- 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 the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

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

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

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the 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.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- 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 Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

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 Rigging 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 Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible 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

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & DHL** are included in this category due to their delivery procedures.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- Carpet and/or Pad Only:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
- Overtime -** 4:30 P.M. to 12:00 a.m. (Midnight) Monday through Friday; ALL DAY Saturday
- Double Time-** ALL DAY Sunday and Holidays and Midnight to 6:00 a.m.; Monday through Friday
 (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.)

• **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Price per CWT	200 lbs. Minimum
-------------	------------------	---------------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) - Includes Outbound Overtime Charges

Crated or Skidded Shipment	\$ 161.75	\$ 323.50
Special Handling Shipment	\$ 210.50	\$ 421.00
Carpet and/or Pad Only Shipment	\$ 242.75	\$ 485.50

Showsite Shipment (200 lb. minimum) - Includes Outbound Overtime Charges

Crated or Skidded Shipment	\$ 143.50	\$ 287.00
Special Handling Shipment	\$ 186.75	\$ 373.50
Uncrated or Pad Wrapped Shipment	\$ 215.50	\$ 431.00
Carpet and/or Pad Only Shipment	\$ 215.50	\$ 431.00

Small Package - Maximum weight is 30 lbs. per shipment* \$ 45.00

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

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after SEPTEMBER 22, 2017	\$ 33.25	\$ 66.50
Showsite Shipment after OCTOBER 3, 2017	\$ 28.75	\$ 57.50

Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)

Crated or Skidded Shipment	\$ 28.75	\$ 57.50
Special Handling Shipment	\$ 37.50	\$ 75.00
Uncrated or Pad Wrapped Shipment	\$ 43.25	\$ 86.50
Carpet and/or Pad Only Shipment	\$ 43.25	\$ 86.50

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

Crated or Skidded Shipment	\$ 57.50	\$ 115.00
Special Handling Shipment	\$ 74.75	\$ 149.50
Uncrated or Pad Wrapped Shipment	\$ 86.25	\$ 172.50
Carpet and/or Pad Only Shipment	\$ 86.25	\$ 172.50

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges	÷ 100 =		
		Sub-Total	
		TOTAL	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 at 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 by-passed to reach target 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 place 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?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 11, 2017**

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

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

STRAIGHT TIME HOURS

Monday through Friday
 8:00 a.m. to 4:30 p.m

- Rigging labor must be ordered 24 hours in advance
- Rigger availability **not guaranteed** if Labor is not ordered in advance
- Half (1/2) hour minimum charge

OVERTIME HOURS

Monday through Friday

Prior to 8:00 a.m. and after 4:30 p.m.

Saturday - All Day

DOUBLE TIME HOURS

Sunday and Holidays - All Day

PLEASE NOTE: There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

Part #	Description	Price per Hour	Show Site
Forklift Labor			
Prices do not include labor. (Half hour minimum per forklift)			
3090600	Man Cage for Forklift.....	\$ 68.50	\$ 95.90
3090700	Boom for Forklift.....	\$ 91.00	\$127.40
30405	Sm.Forklift - up to 5,000 lbs	\$115.25	\$161.35
304015	Lg.Forklift - up to 15,000 lbs.....	\$151.75	\$212.45
30404	4- Stage Forklift	\$127.50	\$178.50
Two Man Rigging Crew-Crew consists of a rigging foreman and one rigger. (Half hour minimum)			
3020400	Rigging Crew - ST.....	\$286.50	\$428.50
3020401	Rigging Crew - OT	\$429.75	\$642.75
3020402	Rigging Crew - DT.....	\$573.00	\$857.00

***Additional riggers may be required due to safety concerns or unusual circumstances.**

Additional Rigging Labor (Half hour minimum per person)

3020200	Rigger Foreman - ST	\$144.50	\$202.30
3020201	Rigger Foreman - OT	\$216.75	\$303.45
3020202	Rigger Foreman - DT	\$289.00	\$404.60
3020100	Rigger - ST.....	\$142.00	\$198.80
3020101	Rigger - OT	\$213.00	\$298.20
3020102	Rigger - DT.....	\$284.00	\$397.60

**Please complete and return Page 2 with your
 Method of Payment Form**

FREEMAN forklift / rigging labor

F R E E M A N

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE
 DEADLINE DATE
SEPTEMBER 11, 2017

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

NAME OF SHOW: AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

Please complete the forms below and return with your completed Method of Payment Form.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							Total	

FREEMAN forklift / rigging labor

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603
 FreemanChicagoES@freeman.com

**OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS**

NAME OF SHOW: **AARC CONGRESS 2017 / OCTOBER 4 - 6, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation** **Other Carrier**

No need to schedule your outbound shipment.
 Charges will appear on your Freeman invoice.

Carrier Name: _____
 Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
 Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

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

Select Shipment Options (if applicable)

- Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.



2017 Electrical Service Order

Order Online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

Please **TYPE** or **PRINT** legibly

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 92.00	\$ 131.00	\$
10 amp (1100 watts)		\$ 119.00	\$ 168.00	\$
15 amp (1650 watts)		\$ 146.00	\$207.00	\$
20 amp (2200 watts)		\$159.00	\$225.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 46.00	\$ 65.50	\$
	10A	\$ 59.50	\$ 84.00	\$
	15A	\$ 73.00	\$ 103.50	\$
	20A	\$ 78.00	\$ 112.50	\$

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
(Must be valid one month after event)

Labor Charge for Requested Placement
Location of ANY electrical (per hour) \$ **91.00** \$

**NOTE: For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE

Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$288.00	\$460.00	\$
30 amp		\$350.00	\$559.00	\$
40 amp		\$399.00	\$638.00	\$
60 amp		\$530.00	\$848.00	\$
100 amp		\$800.00	\$1280.00	\$
200 amp		\$1513.00	\$2421.00	\$

208 VOLTS / 3 PHASE

20 amp		\$357.00	\$571.00	\$
30 amp		\$450.00	\$719.00	\$
40 amp		\$545.00	\$872.00	\$
60 amp		\$722.00	\$1155.00	\$
100 amp		\$1144.00	\$1830.00	\$
200 amp		\$2000.00	\$3200.00	\$

Standard USA voltages are available (call 317-262-3467 for pricing)
208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

		\$	\$	\$
		\$	\$	\$

All other voltages are special order and require 30 day notice prior to show setup

RENTAL ITEMS

Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 24.92	\$ 41.50	\$
Extension Cord		\$ 24.92	\$ 41.50	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 141.10	\$199.23	\$
TOTAL ELECTRIC ORDER (U.S. FUNDS)				\$

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE
Prices effective 1/1/17 – subject to change without notice.

ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **"House electricians" may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — NO REFUND.
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

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

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft



2017 Gas / Water / Drain / Compressed Air Service Order

Order Online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.				
CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to 1/2" Max.		\$ 282.00	\$ 451.00	\$
Each add'l conn.		\$ 193.00	\$ 309.00	\$
COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet				
First – Up to 1/2" Max.		\$ 252.00	\$ 353.00	\$
Each add'l conn.		\$ 176.00	\$ 246.00	\$
WATER (continuous) Outlet 1/2". Minimum pressure 45 PSI – maximum pressure 60 PSI				
First Connection		\$ 259.00	\$ 363.00	\$
Each add'l conn.		\$ 163.00	\$ 228.00	\$
DRAINAGE				
First Connection		\$ 168.00	\$ 269.00	\$
Each add'l conn.		\$ 96.00	\$ 154.00	\$
UTILITY SERVICE SUB-TOTAL				\$
RENTAL ITEMS (includes 7% Indiana Sales Tax)				
Water Heater (electrical hook-up must be ordered with water heater)		\$ 88.81	\$ 175.48	\$
Sink (sink hook-up must be ordered with water connection and drain connection)		\$ 43.99	\$ 61.60	\$
**Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).				
Labor Charge for Requested Placement Location of ANY Connection (per hour)			\$91.00	\$
**NOTE: For requested placement – attach diagram with location measurements and direction orientation.				
One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.				
_____ gallons of water \$ _____				
TOTAL SERVICE ORDER (U.S. DOLLARS)				\$ _____

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

EXPIRATION DATE ____/____/____ SECURITY CODE (_____) (MUST BE VALID ONE MONTH AFTER EVENT)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/17 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.
Cancellations must be received prior to set-up of event to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCLOS RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
9. **The ICCLOS WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
10. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
11. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
12. **UNLESS OTHERWISE DIRECTED**, ICCLOS plumbers are authorized to cut floor coverings to permit installation of service.
13. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
14. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order forms must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS:** After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than \$15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



2017 Telephone Service Order

Order Online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES				
SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL	QTY
DIGITAL Telephone ¹ VOIP Service with Unlimited Local Calling	\$271.00	\$376.00	\$	
ANALOG Service with Unlimited Local Calling(CREDIT CARD MACHINE, FAX, modem)	\$271.00	\$376.00	\$	
Unlimited Domestic Long Distance per Phone	\$50.00	\$50.00	\$	
Dry Pair ²	\$271.00	\$376.00	\$	
Additional Services: (ISDN,T1 Extension, Dark Fiber)	Call for Quote		\$	
TOTAL (U.S. FUNDS)			\$	

¹ No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of \$250.00 will be billed.

² Dry pairs may require additional time and material charges.

DIALING "9" IS REQUIRED TO GET AN OUTSIDE LINE

NO REFUNDS AFTER INSTALLATION OF SERVICE

Cancellations must be received prior to set-up of event in order to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment **MUST** be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check# _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____) (Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/17 – subject to change without notice.

INTERNET ACCESS: Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see www.icclos.com for additional information.

TELEPHONE RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
7. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
8. **UNLESS OTHERWISE DIRECTED**, ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
9. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
10. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed after processing.



FLOOR PLAN – TELEPHONE LINES

Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

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

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.



INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

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

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=014

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> Email Surfing the Internet Supports 1 device only
---	--	--

Wireless services are NOT included on this form – please contact us for specific rates

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	Total
a. Premium Internet Service		\$1,095	\$1,395	
b. Additional Devices for Premium Service		\$150	\$185	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	
d. Basic Internet Service		\$695	\$895	
2. Dedicated Internet Services – Routers Supported				
a. Dedicated 3Mbps		\$3,495	\$4,370	
b. Dedicated 6Mbps		\$5,900	\$7,375	
c. Dedicated 10Mbps		\$7,850	\$9,810	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.				
3. Internet Equipment & Labor				
a. Switch Rental – up to 24 ports		\$185	\$225	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	
4. Special Quote – Attachment A or Statement of Work (if applicable)				
5. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)				
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.				
			SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			ESTIMATED 10% TAX / FEES	
			GRAND TOTAL	

Effective January 1, 2017 – December 31, 2017

Customer No: **2017 - 014 -**

INTERNET – NETWORK SERVICE CONTRACT

Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2017 - 014 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

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

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

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

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

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

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

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

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

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

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

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

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2017 - 014 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

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

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

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

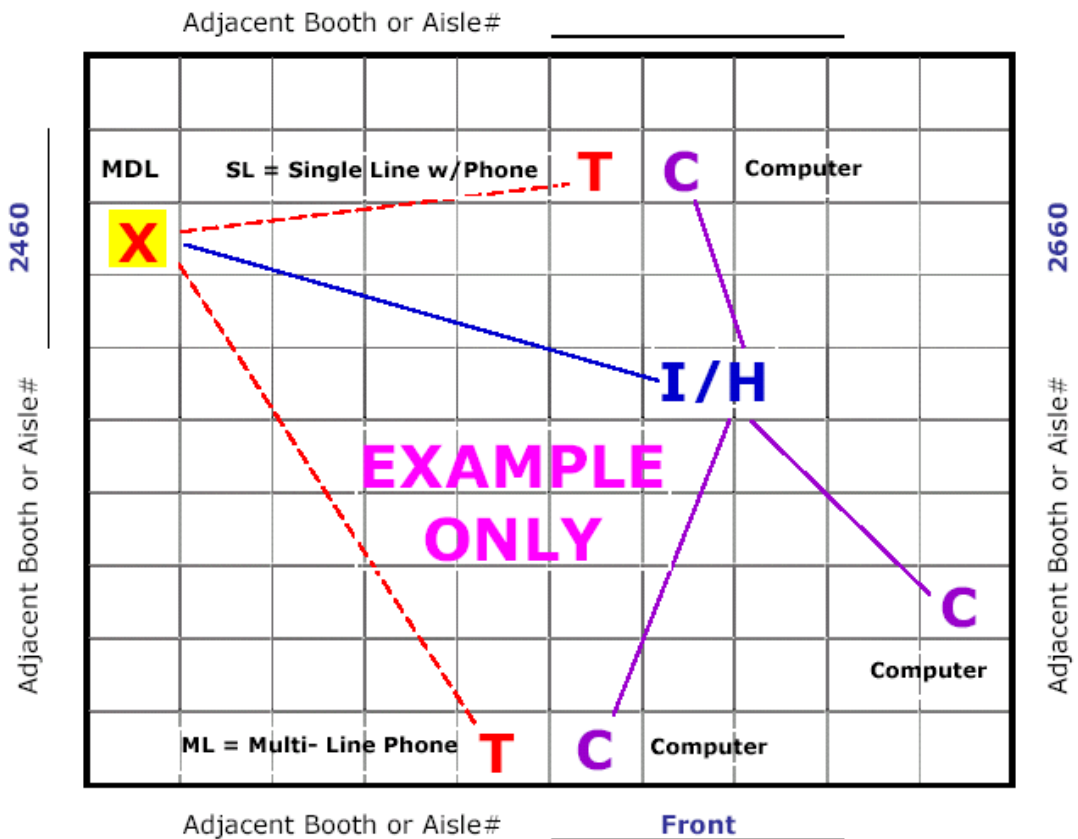
Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2017 - 014 - XXX - XXXX

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

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



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

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

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

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



2017 Broadcast Video Service Order

Order Online at <http://www.icclos.com> or

Utility Department
317-262-3467
utilities@icclos.com

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

This form should be used for rebroadcasting video and audio signals between two points within the building (i.e. overflow areas,) or to a point outside the facility (i.e. conference meetings, special speakers, etc.).

VIDEO (including 2 Audio Connections)

From Point A

(location) _____

To Point B

(location) _____

QTY	Analog (Per Day)	Digital (Per Day)	TOTAL
	\$1,050.00	\$1,470.00	\$
Miscellaneous Service --- Call for Rates (317-262-3467)			
			\$
			\$
SERVICE SUB-TOTAL			\$
One-time \$200.00 connect and test fee added to the <u>per day</u> charge for <u>in-house</u> video only.			\$
SERVICE TOTAL (U.S. DOLLARS)			\$

SPECIAL INSTRUCTIONS:

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
(Must be valid one month after event)

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM. NAME MUST BE LEGIBLE

Prices effective 1/1/17 – subject to change without notice.

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**
2. **ALL** equipment must conform to all federal, state and local state fire and safety codes.
3. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
7. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.
8. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.
9. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
10. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **PRIOR** to close of event.
11. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.
12. **REFUNDS:** NO REFUNDS after installation of service.
13. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
14. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of \$30.00 on NSF checks will be assessed. **NO** checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
15. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



2017 Cable Television Service Order

Order Online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

BASIC CABLE TELEVISION SERVICE / LOCAL HD PROGRAMMING charges include the cost of a single cable connection and a temporary line to your booth. All facility equipment and cables must remain at the close of the event or the Exhibitor will be billed for their replacement. To receive HD programming, you, the Exhibitor, must provide your own HD receiver capable of receiving Off-Air programming (an RF cable connection).

QTY	ADVANCE RATE	STANDARD RATE	TOTAL
	\$ 300.00	\$ 426.00	\$

ORDERS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO CONNECTION WILL NOT BE CONSIDERED.

SPECIAL CABLE TELEVISION SERVICE

Special Cable service and/or placement requires additional labor of \$91.00/hr.	TOTAL
	\$
SERVICE TOTAL (U.S. FUNDS)	\$

SPECIAL INSTRUCTIONS:

Service installed to the rear center of the booth. If other than a standard booth, please attach a drawing.

___ Island Booth ___ Standard Booth ___ Two Story Booth

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE - NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ___/___/___ Security code (_____)
(Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/17

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

ICCLOS POLICIES & CONDITIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.** Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance Orders will receive priority service.
2. **UNDER NO CIRCUMSTANCES** will there be sharing of services between exhibitors.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes. ICCLOS reserves the right to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of exhibitor material are subject to removal or relocation in the event ICCLOS staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of the first event day.
9. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the exhibitor and will remain the property of ICCLOS.
10. **REQUESTS for "Special Service"** (see form) must be received by the ICCLOS 30 days prior to scheduled exhibitor arrival and move-in.
11. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
12. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
13. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by exhibitor **PRIOR** to close of event.
14. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
15. **REFUNDS:** NO REFUNDS after installation of service.
16. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
17. **NON-SUFFICIENT FUND CHECKS (NSF):** service charge of \$30.00 on NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
18. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



JVA, Inc.
Corporate Headquarters

3753 Howard Hughes Pkwy., Suite 200
 Las Vegas, NV 89169
 (702) 259-4494 ■ (800) 553-8855
 Email: LVinfo@judyvenn.com

Sales & Marketing

Billing: 3183-F Airway Ave., Suite 118
 Costa Mesa, California 92626
 (714) 957-8300 ■ Fax (714) 957-8301
 Email: info@judyvenn.com

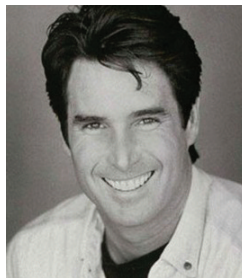
Cities: Atlanta • Chicago
 Orlando • Miami • Washington DC
 Philadelphia • Boston • New York
 Nashville • New Orleans • Denver
 Hawaii • Dallas • Houston • Austin
 San Antonio • San Francisco
 San Jose • Los Angeles • Anaheim
 San Diego • Las Vegas • Reno



NATIONWIDE CONVENTION SERVICES
(800) 553-8855 ■ www.judyvenn.com

- Hostesses/Hosts ■ Brand Ambassador ■ Narrators
- Demonstrators ■ Crowd Gatherers ■ Interpreters
- Special Talent ■ Street Marketing
- Chair Massage Therapists ■ Shoe Shine Services

IN-STORE DEMOS • FOOD SERVERS DIVISION



**Going
 Beyond What's
 Expected...
 Since 1971!**

ORDER FORM/CONTRACT PLEASE PRINT OR TYPE
 (Signature required on page 2.)

Date _____
 Company _____
 Billing Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____
 Contact _____

Name of Event _____
 City _____
 Facility _____ Booth # _____
 On-Site Contact Person _____
 On-Site Phone _____

Dates Services Required:
 _____ From _____ am to _____ pm
 _____ From _____ am to _____ pm
 _____ From _____ am to _____ pm
 _____ From _____ am to _____ pm

Indicate Number of People Needed:

- ___ Exhibit Hostess/Host/Brand Ambassador
- ___ Narrator/Spokesperson
- ___ Demonstrator/Sales Assistant
- ___ Crowd Gatherer
- ___ Hospitality Suite Hostess/Host
- ___ Interpreter
- ___ Costumed Character
- ___ Food Server/Street Marketing

Special Talent/Qualifications _____

- Type of Apparel** Business Cocktail Costume
 Food Server

METHOD OF PAYMENT AND TERMS

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

If terms are not met, balance will be charged to credit card.

Cancellation Charges

- If cancelled 46 or more days before show 10% Processing Fee of Total Bill
- If cancelled 15-45 days before show 50% of Total Bill
- If cancelled 14 days or less before show 100% of Total Bill

Check, payable to **JVA, Inc.** (Mail to Sales and Marketing)
 AMEX MasterCard Visa Diners Club
 Account # _____ Exp. Date _____
 Name on Card _____
 Authorized Signature _____
 Charge 50% deposit to credit card Charge total to credit card
 P.O. # _____ Security Code _____

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

"EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER."

TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.
6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived. I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

Authorized Signature: _____

Date: _____

Print Name & Title: _____

NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.

~ Sales & Marketing Office ~

Mail to: 3186 Airway Avenue, Suite H, Costa Mesa, CA 92626



REDUCE - REUSE - RECYCLE

LEAD MANAGEMENT SOLUTIONS

All Solutions

Leads can be accessed from any computer on our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s) • Leads download during or after the show in Excel
• Can easily import to Databases • Features a free-type notes section using the on-screen keyboard

PRE SHOW

- Order online – easy and quick
- Take advantage of discount pricing - available for advance orders
- Make the most of your attendee interaction – include qualifiers or instant email

SHOW SITE

- Avoid a line - pick up your devices early at show service desk
- Forgot to order in advance? Additional scanners available for onsite ordering
- Scan attendee badges and free-type notes using the on-screen keyboard
- Technician on site during set up and show hours and 24/7 support available at 800-476-9959

POST SHOW

- Access your leads anytime from any computer on our secure website
- Easily download your leads data into an Excel file
- Misplaced your password – email Leads.Support@SmartSourceRentals.com

Option 1 - App Software



Lead Retrieval App

An app built for Apple and Android devices. This badge scanning software is an installed option for use with your own phone/tablet with Apple Operating System 8 or higher or Android 4.4 or higher with rear facing autofocus camera with at least 5 megapixels. Leads can be accessed via website and downloaded to an Excel document.

iPad[®], App & Strap

Includes a SmartSource iPad rental with App installed for your use during the show. Strap with 360 degree rotation secures iPad in one hand.



Option 2 - Scanner

Scanner

Wireless, handheld badge scanner. Electrical Order not required. Battery will be fully charged. The scanner is pre-loaded with qualifiers and free-type notes section. Leads scanned at the show can be accessed from any location/computer on our secure website.



Lead Printer - Wireless

Small wireless bluetooth printer can print after each scan, or you can manually print individual leads at any time. Battery charged. One (1) printer per scanner. Rental includes two (2) paper rolls.



Customize your lead

Instant Email

Automatically sends a pre-written email and optional PDF attachment to each person you scan at your booth.

Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. A qualified lead is a much more valuable piece of information than a badge scanned with no qualification. Every badge scanned should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. Create your own Custom Qualifiers. Make sure you take advantage of this valuable tool.

Your system Includes Standard Qualifiers for free. Examples are: Decision maker • Follow up email/phone

- Set up post show meeting



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Discount price deadline date:
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LEAD RETRIEVAL ORDER INFORMATION

Business name: _____ Booth name if different: _____ Booth number: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
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 Onsite contact if different from above: _____ Cell: _____
 Send data download link to email: _____ Send receipt to email: _____
 Today's date: _____ Email confirmation, rental agreement and credit card receipt will be sent by email within one (1) business day of submitting this form. If order is not confirmed within this time period, please call 800-955-5171.

LEAD RETRIEVAL PRODUCTS & ACCESSORIES

	Discount available until	Orders accepted until	Qty	Total
BEST VALUE				
Scanner Package includes Scanner, Instant Email, Custom Qualifiers, Lead Printer, In-booth Delivery & Training. Delivery: (Date & Time - 2 hour window required)	\$495	NA		
OPTION 1 - Choose an app				
App Software Download to the Smartphone or Tablet you are bringing to the show. Please note: App runs on iOS 8 or higher and Android 4.4 or higher. The following devices are supported with rear facing autofocus camera with at least five megapixels: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad, Android Phones, Android Tablets	\$295	\$325		
Additional exhibitors in your booth? Add an app license for your additional phones/tablets	\$150	\$150		
App Software with iPad rental Includes app, iPad, iPad strap for duration of show	\$370	\$410		
OPTION 2 - Choose a scanner				
Scanner Handheld/wireless/battery operated	\$349	\$395		
Scanner & Lead Printer Wireless printer includes 2 rolls of paper	\$399	\$470		
Scanner & Instant Email With this option please complete Instant Email Order Form	\$444	NA		
Scanner & Custom Qualifiers With this option please complete Customer Qualifier Order Form	\$444	NA		
In-Booth Delivery & Training If delivery is ordered, a representative must be present in the booth at the date/time specified or we cannot provide delivery. Forfeited deliveries will not be refunded and scanner must be picked up from the service desk Delivery: (Date & Time - 2 hour window required)	\$95	\$100		
OPTION 3 - Developer's Kit				
Developer's Kit Badge Information available 7 days before show	\$499	\$599		

How do I get my scanner or app? Scanners and iPads: Unless "In-Booth Delivery & Training" is ordered, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of the show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour. App: Email will be sent with instructions to download app, Log-in and Password 7 days before show. All rentals include 24/7 service and support at 800-476-9959.
Terms and Conditions: No refunds will be made to any order or package option cancelled within 7 days of show start. Prices and equipment are subject to change without notice. All Lead Retrieval Information is provided at the discretion of Show Management. Drayage and union fees are not included. Our rental includes damage and loss clause at no charge. If a device is lost we do require a police report to accompany the claim of your lost unit. See details of terms and conditions at www.smartsourcerentals.com.

Subtotal:
% Tax:
Total:

CREDIT CARD PAYMENT INFORMATION

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/onsite additions. Same address as above
 Card number: _____ Address: _____
 Expiration date: _____ Code: _____ City: _____ State: _____ Zip Code: _____
 Cardholder name: _____ Cardholder signature: _____
 Show name: _____ Show venue: _____ Show code: _____

Return Order Form to email: Leads@SmartSourceRentals.com or order online by clicking order button above



October 4-6, 2017 Indianapolis - IN

The 63rd International Respiratory Convention & Exhibition

Photography

- Quantity _____ Each
- _____ **Show Special Photo Package**
One View Taken with (4) 8 X 10 Color Prints..... \$130
 - _____ **Show Special Package w/ Digital Image File**
All Copyrights Transferred..... \$155
 - _____ **Color Original 8 X 10 Print** \$100
 - _____ *Color Original 8X10 Reprint..... \$ 20
 - _____ *Digital Image 300 DPI for 5X7 Print at High Res.
Or 20" X 30" @ 72 DPI..... \$ 25
 - _____ **Color Original w/ Digital Image File** and
All Copyrights Transferred..... \$140
 - _____ **Wall Size 16 X 20 Color Original** \$120
 - _____ **Wall Size 20 X 30 Color Original** \$195
 - _____ **Wall Size 24 X 36 Color Original** \$240

**Take Photos when booth is ___ Empty ___ w/Staff ___ w/Crowd
Add'l Discount of 15% Available for (6) or More...Call for Details

Digital Imaging

- Quantity _____ Each
- _____ **Exhibit Booth Digital Image—3.4 MB File**
Hi Res. 300 DPI Makes 5 x7 Prints..... \$ 90
 - _____ **Exhibit Booth Digital Image—6 MB File**
Hi Res. 300 DPI Makes 8 x 10 Prints \$110
 - _____ **Exhibit Booth Digital Image – 30 MB File**
On CD w/All Copyrights Transferred \$130
 - _____ **Exhibit Booth Digital Image – 60 MB File**
On CD w/All Copyrights Transferred \$160
 - _____ **8 X 10 Print** from any above \$ 25
 - **Photographer by the Hour for News/Editorial Event**
Digital Flash Camera
 - _____ \$85/ ½ Hr. _____ \$140/Hr. (off site add'l)
 - _____ Digital Images on CD @ \$2eac (min. of 50)
 - _____ 8 x 10 Prints from above \$ 25

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AARC CONGRESS 2017
63rd INTERNATIONAL RESPIRATORY
Indianapolis, Indiana
October 4 – 7, 2017

SHORT TERM PLANT RENTAL

ITEM	QTY	PRICE	EXTENSION
6" POT, PEACE LILY 18"- 24" HEIGHT	_____	\$20.00	\$_____
8" POT, PEACE LILY 30"- 35" HEIGHT	_____	\$35.00	\$_____
10" POT, PEACE LILY 36"- 40" HEIGHT	_____	\$47.50	\$_____
LARGE FERN	_____	\$30.00	\$_____
MUMS: Y_____ W_____ L_____	_____	\$22.50	\$_____
(Cannot guarantee colors)			
AZALEAS PK&W_____ PK_____ RED_____	_____	\$30.00	\$_____
(Cannot guarantee colors)			
FRESH FLOWER ARRANGEMENTS: (\$75. & UP)	_____	\$_____	\$_____

DESCRIPTION: _____ SUB TOTAL \$ _____

ALL PLANT RENTAL PRICES INCLUDE TAX 7.00% \$ _____
 WHICKER DECORATIVE CONTAINER, DELIVERY, PICK-UP AND
 MAINTENANCE DURING THE SHOW. TOTAL \$ _____

COMPANY NAME: _____ EXHIBIT SPACE # _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ CONTACT: _____

CHECK _____ CREDIT CARD _____ CARD # _____ EXP _____

CVC NUMBER ON BACK OF CARD _____ NAME ON CARD _____

SIGNATURE OF NAME ON CARD: _____