

**EASY IS NICE, ON ANY DEVICE.**

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set up with 8' high blue back drape, 3' high gray side dividers and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in midnight blue.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by April 09, 2018.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Saturday	April 28, 2018	2:00 PM - 6:00 PM	<b>Exhibits 1200 sqft and larger</b>
Sunday	April 29, 2018	8:00 AM - 3:00 PM	<b>Exhibits 600 sqft and larger</b>
Sunday	April 29, 2018	3:00 PM - 6:00 PM	<b>All Exhibits</b>
Monday	April 30, 2018	7:00 AM - 7:00 PM	<b>All Exhibits</b>

**EXHIBIT HOURS**

Tuesday	May 01, 2018	9:00 AM - 5:00 PM
Wednesday	May 02, 2018	9:00 AM - 5:00 PM
Thursday	May 03, 2018	9:00 AM - 3:00 PM

**EXHIBITOR MOVE-OUT**

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

Thursday	May 03, 2018	3:00 PM - 11:59 PM	<b>Exhibits 100-300 sqft</b>
Friday	May 04, 2018	8:00 AM - 12:00 PM	<b>Exhibits 400-800 sqft</b>
Friday	May 04, 2018	12:00 PM - 6:00 PM	<b>Exhibits 900+ sqft</b>
Saturday	May 05, 2018	8:00 AM - 12:00 PM	<b>Approved Only</b>

**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by the following times based on booth size:

**Exhibits 100-300 sqft** - Thursday, May 03, 2018 at 11:59 PM (Driver check-in is by 8:00 PM on Thursday)

**Exhibits 400-800 sqft** - Friday, May 04, 2018 at 12:00 PM (Driver check-in is by 8:00 AM on Friday)

**Exhibits 900+ sqft** - Friday, May 04, 2018 at 6:00 PM (Driver check-in is by 2:00 PM on Friday)

**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**

1701 Lebanon Pike Circle  
 Nashville, TN 37210  
 (615) 884-5785 fax (469) 621-5615  
 FreemanNashvilleES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by April 09, 2018.** 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 Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline 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.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices 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 & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**  
 C/O FREEMAN  
 825 VISCO DRIVE  
 NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Thursday, March 29, 2018, at the above address. Material arriving after April 23, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (615) 884-5785

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**  
 C/O FREEMAN  
 MUSIC CITY CENTER  
 700 KOREAN VETERANS BLVD  
 NASHVILLE, TN 37203

Freeman will receive shipments at the exhibit facility beginning Saturday, April 28, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (615) 884-5785

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.

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.

#### **LABOR INFORMATION**

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

#### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

#### **WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (615) 884-5785 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 April 09, 2018.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

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

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

Call Freeman's Exhibitor Services department at (615) 884-5785 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](mailto:goinggreen@freemanco.com).





# CRAFT BREWERS conference & BrewExpo America

## Exhibitor Liability Insurance Program

It is recommended for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, April 28 – May 5, 2018, naming the Brewers Association (1327 Spruce St. Boulder, CO 80302) as the certificate holder. The additional insureds must read as follows: Brewers Association and the Music City Center.

The Brewers Association has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance. If you have your own insurance, please submit a copy to [Sales@rainprotection.net](mailto:Sales@rainprotection.net).

## Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$99:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=69f1a465dc7f>

## NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 201 5th Ave S, Nashville, TN 37203

Phone Number - (800) 528-7975

## This program is valuable for:

- \*Exhibitors who do not have any insurance.
- \*International Exhibitors whose liability insurance will not cover them at a U.S Show.
- \*Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- \*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- \*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

## We also offer affordable short term

### Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

*Please complete and return the Enrollment Form below:*

[Click Here for the Instant Equipment Insurance Enrollment Form](#)

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018**

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

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

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 (443016) 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.**

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](http://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 Freeman Service Center 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

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

## 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018

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 (443016)

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, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., 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. secure 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 charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

If FREEMAN provides electrical services, 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

## 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. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. 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 less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

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

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

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

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

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

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

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

# 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 email at [exhibit.transportation@freeman.com](mailto: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 claim 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 either unmarked, unlabeled, or 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.

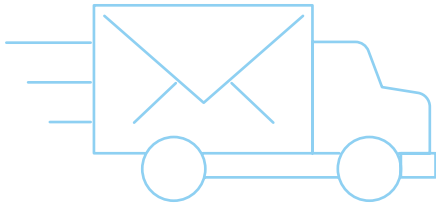
**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after 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 email at [exhibit.transportation@freeman.com](mailto: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.



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

## The Freeman Exhibit Transportation promise:

- ▮ ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ▮ PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ▮ ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- ▮ RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- ▮ PRE-PRINTED SHIPPING LABELS AND 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
- ▮ LTL (LESS THAN TRUCK LOAD) SHIPPING

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



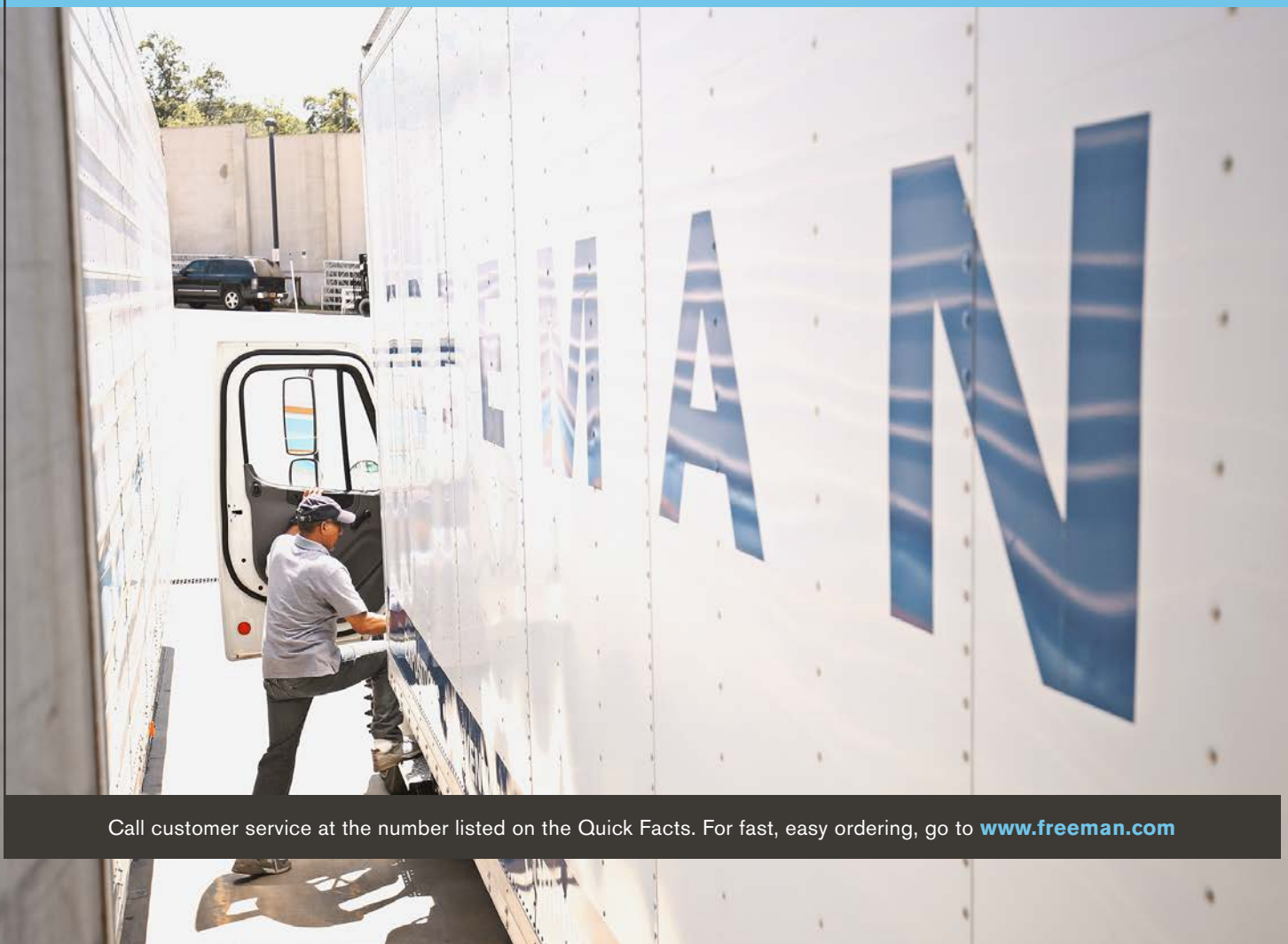
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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



## EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

### The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

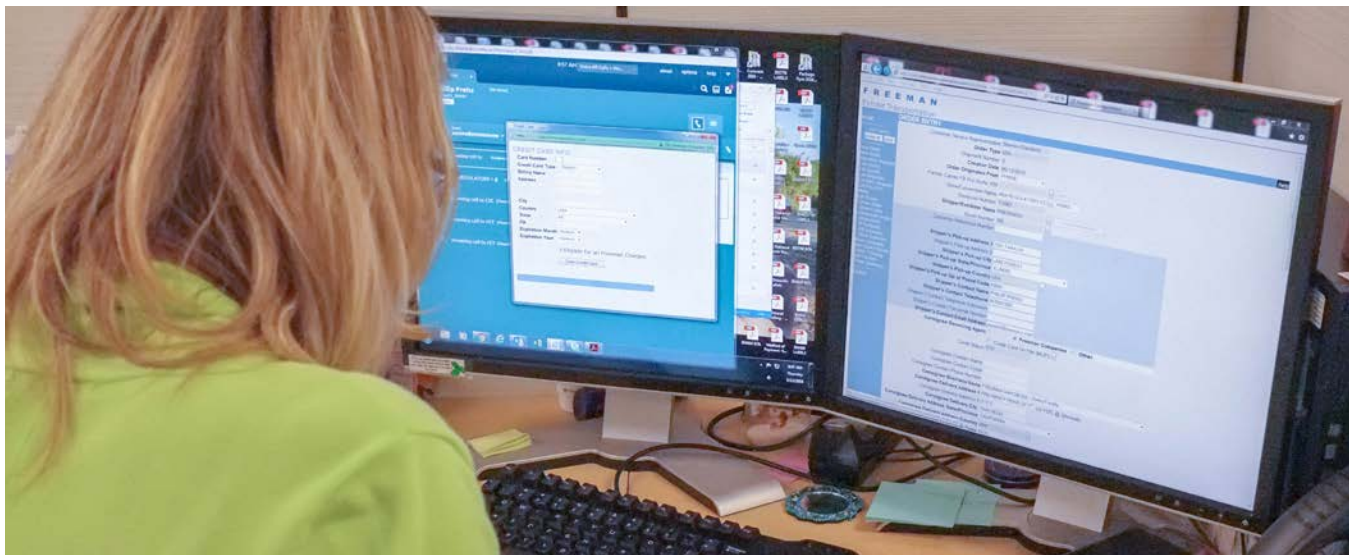
### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freeman.com](http://www.freeman.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at [international.freight@freeman.com](mailto:international.freight@freeman.com)

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**



# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

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

FREEMAN exhibit transportation

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

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](http://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 US must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**

C/O: FREEMAN  
1701 LEBANON PIKE CIRCLE  
NASHVILLE, TN 37210

**MUST BE DELIVERED BY APRIL 23, 2018**

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**

C/O: FREEMAN  
MUSIC CITY CENTER  
700 KOREAN VETERANS BLVD  
NASHVILLE, TN 37203

**CANNOT BE DELIVERED BEFORE APRIL 28, 2018**

#### 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](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (443016) \_\_\_\_\_

# 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](http://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



# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 • Fax: (469) 621-5615

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

NAME OF SHOW: 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA ® / MAY 01 - 03, 2018  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

**Let Freeman Online® estimate your material handling charges for you.** Log on to [www.freeman.com](http://www.freeman.com) select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

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

**SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

**UNCRAVED:** 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 5:00 P.M. Monday through Friday  
**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$108.95	217.90
Special Handling Shipment.....	\$108.95	217.90
Carpet and/or Pad Only Shipment.....	\$163.50	327.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$102.50	205.00
Special Handling Shipment.....	\$102.50	205.00
Uncrated or Pad Wrapped Shipment.....	\$153.75	307.50
Carpet and/or Pad Only Shipment.....	\$153.75	307.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 40.00	

\*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:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline.....	\$ 27.25	54.50
Show Site Shipment after Deadline.....	\$ 25.75	51.50
<b>Off-Target Surcharge - Inbound/Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 25.75	51.50
Special Handling Shipment.....	\$ 25.75	51.50
Uncrated or Pad Wrapped Shipment.....	\$ 38.50	77.00
Carpet and/or Pad Only Shipment.....	\$ 38.50	77.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>0.00% Tax</b>	
			<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.com)

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

## **What is Ground Loading/Unloading?**

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

## **What is Constricted Space Loading/Unloading?**

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

## **What is Designated Piece Loading/Unloading?**

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

## **What is Alternate Delivery Location?**

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

## **What are Mixed Shipments?**

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

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

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

## **What is the difference between Crated and Uncrated Shipments?**

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

## **What about carpet only shipments?**

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

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**RETURN COMPLETED  
FORM BY  
APRIL 09, 2018**

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

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

Please contact Mike Gibas at (773) 473-8145 or Mike.Gibas@freeman.com with any questions.

# FREEMAN

1701 Lebanon Pike Circle  
 Nashville, TN 37210  
 (615) 884-5785 Fax: (469) 621-5615

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

NAME OF SHOW: 2018 CRAFT BRWERS CONFERENCE & BREWEXPO AMERICA @/ MAY 01 - 03, 2018

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

**MACHINE HANDLING RATES**

**Special Material Handling Rates for Materials Consisting of Machinery**  
**These rates apply only to show site shipments. Warehouse shipments will be charged the full material handling rate (See Material Handling Order Form).**

Skidded, uncrated machinery not requiring storage of empty packing materials qualify for lower Material Handling Rates as shown below. To qualify for Machinery Rates, separate certified weight tickets must be presented which show the weight of the Machinery. All other exhibit materials will be charged regular Material Handling Rates.

Part #	Description	Price Per CWT
2545101	0 - 10,000 lbs. ....	\$ 66.65
2545300	10,001 - 20,000 lbs. ....	\$ 56.40
2545500	20,001 lbs. plus. ....	\$ 46.15

**See Quick Facts for targeted move-in time. Exhibitors missing their targeted move-in time will have an additional 35% surcharge .**

**The above rates are for delivery to and from the exhibit booth only. If you require special placing or rigging, additional equipment and labor charges will apply.**

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
SAMPLE - 1,000 lbs machinery	1000 ÷ 100 = 10		\$66.65	\$666.50
	÷ 100 =			
<b>Surcharges</b>				
			Tax	
			Total	

**All machinery/equipment shipments not crated or skidded or without proper lifting bars or hooks will be considered uncrated exhibit material and charged at the appropriate prevailing rate**

**Each shipment received is considered separately.**

**FREEMAN machinery handling**

# F R E E M A N

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 • Fax: (469) 621-5615

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

NAME OF SHOW: 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## **DIRECT MOBILE UNITS / MOTORIZED VEHICLES**

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

### **SPOTTING FEE**

MOBILE UNITS\* \$ 195.75 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 195.75 PER UNIT (Round Trip)

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_



Will you require a crane or forklift (additional charges will apply)? \_\_\_\_\_

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FREEMAN mobile units/motorized vehicles**

# Music City Center Marshalling Yard

## 825 Visco Drive, Nashville, TN 37210

### Privately Owned Vehicle & Company Vehicle Route

#### To Marshalling Yard from MCC

- Head southwest (left) on Korean Veterans Blvd
- Turn right onto Hermitage Ave / 1<sup>st</sup> Ave
- Turn left onto Driftwood St
- Take 1<sup>st</sup> right onto Nestor St which turns into Visco Dr
- Marshalling Yard will be across the railroad tracks on the right

#### To MCC from Marshalling Yard

- Head west (left) onto Nestor St
- Turn left onto Driftwood St
- Take 1<sup>st</sup> right onto Hermitage Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right just past 6<sup>th</sup> Ave

### Tractor / Trailer Route

#### To Marshalling Yard from MCC

- Head southwest (left) on Korean Veterans Blvd
- Turn right onto 4<sup>th</sup> Ave South
- Turn left onto Lafayette St
- Turn left onto Fairfield Ave
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
- Take 1<sup>st</sup> right onto Nestor St
- Marshalling Yard will be across the railroad tracks on the right

#### To MCC from Marshalling Yard

- Head west (left) onto Visco Dr
- Turn left onto Driftwood St
- Take 1<sup>st</sup> left onto Hermitage Ave
- Turn right at 1<sup>st</sup> light onto Fairfield Ave
- Turn right at 1<sup>st</sup> light onto Murfreesboro Rd
- Turn right onto 6<sup>th</sup> Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right

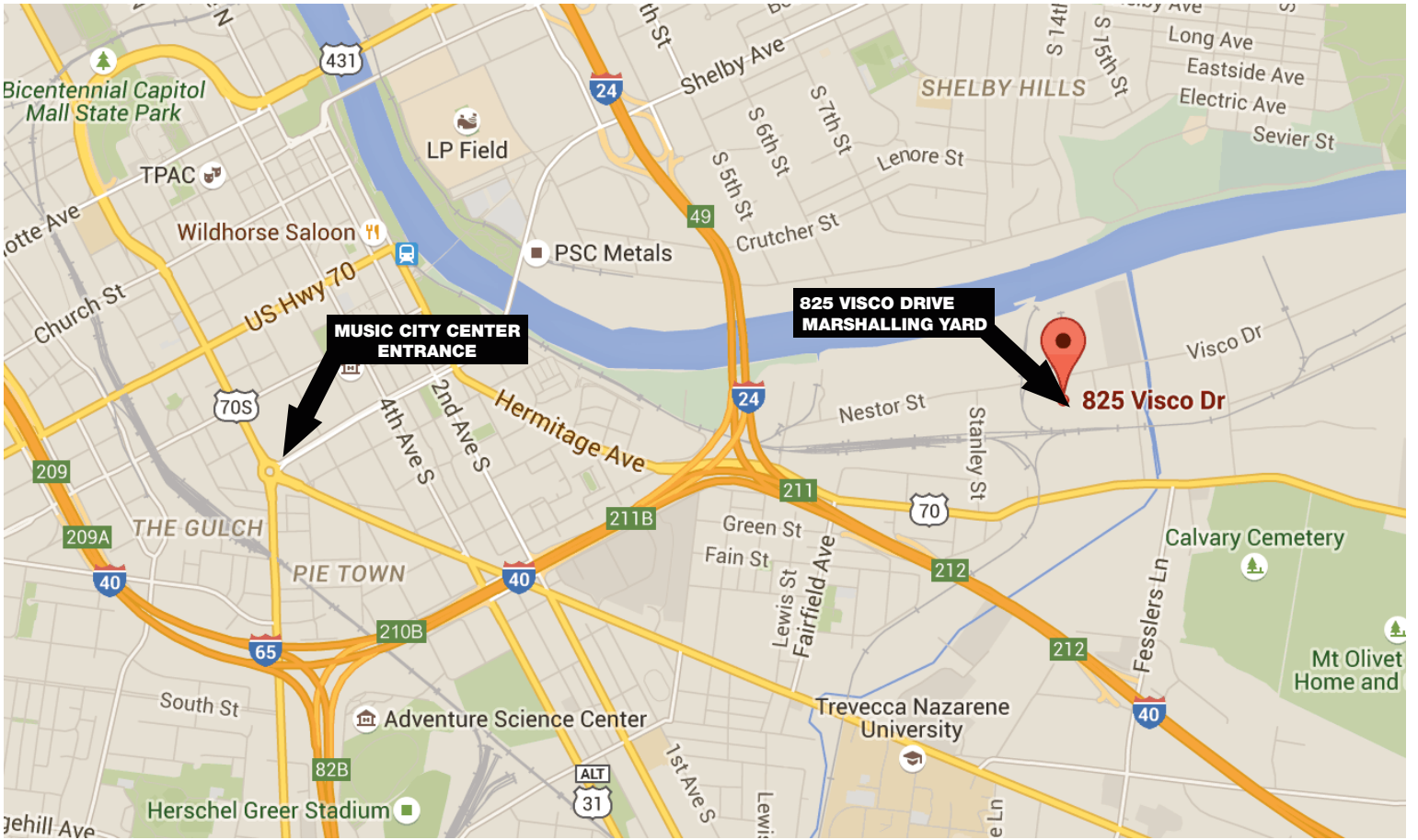
### Interstate Routes (If you are using GPS, Stanley St is NOT a tractor / trailer route)

#### To Marshalling Yard from **40 West / 24 West / 65 North / 65 South**

- Take 40 East to Exit 212 / Fesslers Lane and keep left
- Turn left onto Lebanon Pike
- Turn right at 1<sup>st</sup> light back onto Fesslers Lane
- Turn left onto Visco Dr
- Marshalling Yard will be on the left

#### To Marshalling Yard from **24 East / 40 East**

- Take Exit 212 / Decatur St
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
  - If you go under the interstate, you have gone too far
- Turn right onto Nestor St which becomes Visco Dr
- Marshalling Yard will be across the railroad tracks on the right





# FREEMAN

1701 Lebanon Pike Circle  
 Nashville, TN 37210  
 (615) 884-5785 Fax: (469) 621-5615

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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 TO THE FREEMAN SERVICE CENTER.**

### 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:**

- |   |   |
|---|---|
| <input type="checkbox"/> 1 Day: Delivery next business day              | <input type="checkbox"/> Standard Ground                                  |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 PM second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated, or truckload |
| <input type="checkbox"/> Deferred: Delivery within 3-5 business days    |   |

**Select Shipment Options (if applicable)**

- |  |   |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery   | <input type="checkbox"/> Air ride required  |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential        |
| <input type="checkbox"/> Do not stack      |   |

**Select Desired Number of Labels:** \_\_\_\_\_

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MARCH 29, 2018**

**DEADLINE DATE IS: APRIL 23, 2018**

**TO: \_\_\_\_\_**

*EXHIBITOR NAME*

**C/O: FREEMAN  
825 VISCO DRIVE**

**NASHVILLE, TN 37210**

**WAREHOUSE**

**EVENT: 2018 CRAFT BREWERS CONFERENCE  
& BREWEXPO AMERICA®**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MARCH 29, 2018**

**DEADLINE DATE IS: APRIL 23, 2018**

**TO: \_\_\_\_\_**

*EXHIBITOR NAME*

**C/O: FREEMAN  
825 VISCO DRIVE**

**NASHVILLE, TN 37210**

**WAREHOUSE**

**EVENT: 2018 CRAFT BREWERS CONFERENCE  
& BREWEXPO AMERICA®**

**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 APRIL 28, 2018**

**CANNOT DELIVER BEFORE APRIL 28, 2018**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**MUSIC CITY CENTER**  
**700 KOREAN VETERANS BLVD**  
  
**NASHVILLE, TN 37203**

**C/O: FREEMAN**  
**MUSIC CITY CENTER**  
**700 KOREAN VETERANS BLVD**  
  
**NASHVILLE, TN 37203**

**SHOW SITE**

**SHOW SITE**

**EVENT: 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**

**EVENT: 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA®**

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.

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

## SPECIAL DISCOUNT FURNITURE PACKAGE

**NO SUBSTITUTIONS WILL BE CONSIDERED. THIS PACKAGE WILL NOT BE AVAILABLE  
AFTER THE DEADLINE DATE.**



**Package Price      \$366.30**

### This Booth Package to include:

- 8' High Blue back drape
- 3' High Gray side drape
- 9' x 10' Tuxedo booth carpet
- (1) 8' White draped table
- (2) Limerick Chairs
- (1) Wastebasket
- (1) 7"x44" One-line identification sign

**Note: This package is offered to inline booths up to 10' x 20' in size. Booths larger than 10' x 20' are not eligible for this package. Carpeting will be 9' deep. If you require 10' deep carpet, you will need to order custom cut carpet from the Carpet Order Form or online at: [www.freeman.com](http://www.freeman.com)**

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (9.5%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

**FREEMAN furniture package**

# FURNISH FORWARD

---

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



# SUPERIOR SEATING

---

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

## ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 18**

Powered Locking Pedestal, 42" | 85063 | **Page 27**



SEATING

Naples



**CHAIR** *SELECT*  
black vinyl **810119**

36"L 30"D 33"H  
⊕ Powered options available



**LOVESEAT** *SELECT*  
black vinyl **830120**

62"L 30"D 33"H  
⊕ Powered options available



**SOFA** *SELECT*  
black vinyl **830119**

87"L 30"D 33"H  
⊕ Powered options available

Heathrow



**ARMLESS CHAIR** *SELECT*  
black vinyl **810116**

24"L 24"D 28"H



**CORNER CHAIR** *SELECT*  
black vinyl **810117**

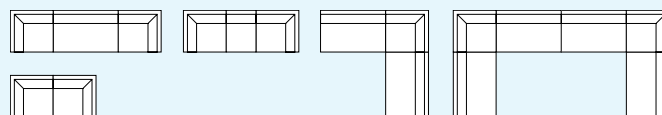
24"L 24"D 28"H



**SOFA** *SELECT*  
black vinyl **830116**

48"L 24"D 28"H

possible configurations



⊕ See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately



## SEATING

### South Beach



**SOFA** *SELECT*  
platinum suede **8301**

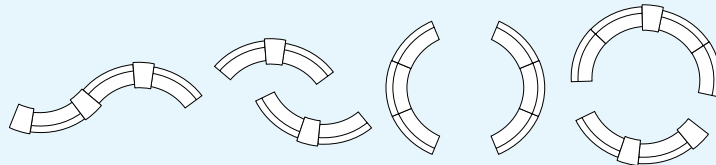
69"L 29"D 33"H



**OTTOMAN** *SELECT*  
platinum suede **8151**

25"L 31"D 18"H

possible configurations



### Key Largo



**LOVESEAT** *SELECT*  
black fabric **830950**

57"L 35"D 34"H



**SOFA** *SELECT*  
black fabric **830951**

79"L 35"D 34"H



**CHAIR** *SELECT*  
black fabric **810950**

35"L 35"D 34"H

SEATING

Allegro

CHAIR **SELECT**

blue fabric **81019**

36"L 34.5"D 30"H



SOFA **SELECT**

blue fabric **83015**

73"L 34.5"D 30"H



Fairfax

CHAIR **SELECT**

white vinyl/brushed metal **810949**

27"L 26"D 30"H



SOFA **SELECT**

white vinyl/brushed metal **830949**

62"L 26"D 30"H



Hopi

CHAIR **SELECT**

gray linen **810140**

21"L 25"D 34"H



LOVESEAT **SELECT**

gray linen **830150**

48"L 25"D 34"H



Tangiers

CHAIR **SELECT**

beige fabric **810118**

34"L 37"D 36"H



SOFA **SELECT**

beige fabric **830118**

78"L 37"D 36"H



Roma

CHAIR **SELECT**

white vinyl **81020**

37"L 31"D 33"H

⊕ Powered options available



SOFA **SELECT**

white vinyl **83016**

78"L 31"D 33"H

⊕ Powered options available



⊕ See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

# CASUAL SEATING

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

## OTTOMANS

**ENDLESS SQUARE OTTOMAN** *SELECT*  
 white vinyl **815122**  
 black vinyl **815123**

34"L | 34"D | 15"H

**ENDLESS CURVE OTTOMAN** *SELECT*  
 white vinyl **815953**  
 black vinyl **815952**

60.5"L | 37.5"D | 15"H



**BENCH OTTOMAN** *SELECT*  
 white vinyl **815120**  
 black vinyl **815121**

60"L | 20"D | 18"H

**HALF BENCH OTTOMAN** *SELECT*  
 white vinyl **815119**

39"L | 23"D | 18"H



### ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 5, 26**

Regis Bench/Table | 82074 | **Page 21**

Swanson Swivel Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 25**

Regis End Table | 82075 | **Page 21**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

**VIBE CUBE OTTOMAN** *SELECT*  
 blue vinyl 81518  
 red vinyl 81519  
 orange vinyl 81525  
 pink vinyl 81520  
 yellow vinyl 81517  
 black vinyl 81530  
 white vinyl 81531

18"L 18"D 18"H



**MARCHE SWIVEL OTTOMAN** *SELECT*  
 gray fabric 815151  
 red fabric 815154  
 blue fabric 815159  
 linen fabric 815152  
 meadow green fabric 815157  
 pear yellow fabric 815158  
 plum fabric 815156  
 raspberry fabric 815153  
 rose quartz fabric 815155  
 white vinyl 815150

17"Round 18"H



**EDGE LED CUBE OTTOMAN\*** *SELECT*  
 high-density plastic 81526

20"L 20"D 20"H

BANQUETTES

**CENTER CONE** *SELECT*  
 8506

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

**QUARTER CURVE OTTOMAN** *SELECT*  
 8507

53"L 22"D 18"H



possible configurations

(4) quarter curve ottoman

72"Round 18"H

(1) center cone  
 (4) quarter curve ottomans

72"Round 51"H

See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

## OCCASIONAL CHAIRS

**BLACK DIAMOND  
SIDE CHAIR** **ESSENTIALS**  
71089

21"W | 23"L | 32"H

**BLACK DIAMOND  
ARMCHAIR** **ESSENTIALS**  
71090

20"W | 21"L | 33"H

**LAGUNA CHAIR** **SELECT**  
maple/chrome 810861

18"L | 19"D | 34"H



**LIMERICK® CHAIR  
BY HERMAN MILLER** **ESSENTIALS**  
gray 210108

18"W | 17.75"L | 33"H

**MADRID CHAIR** **SELECT**  
black vinyl/chrome 8102  
white vinyl/chrome 810816

30"L | 30"D | 31"H



### ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 27**

White Vibe Cube Ottoman | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**  
 espresso vinyl **810835**  
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



ICE SIDE CHAIR **SELECT**

transparent **810814**

17"L 20"D 32"H

MALBA CHAIR **SELECT**

gray molded plastic **810131**  
 green molded plastic **810130**

20"L 20"D 32"H





## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

### ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

### RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

### SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H





CONFERENCE CHAIRS

**GRAY GASLIFT CHAIR** **ESSENTIALS**

with arms **71046**  
without arms **71045**

26"W 20"L 38"H Adjustable

**LA BREA SWIVEL CHAIR** **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

**ALTURA GUEST CHAIR** **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



**LUXOR HIGH BACK EXECUTIVE CHAIR** **SELECT**

black vinyl **810807**

27"L 28"D 47"H Adjustable

**PRO EXECUTIVE HIGH BACK CHAIR** **SELECT**

white vinyl **810844**  
black vinyl **810946**

25"L 24"D 48"H Adjustable



**PRO EXECUTIVE MID BACK CHAIR** **SELECT**

white vinyl **810945**  
black vinyl **810944**

24"L 22"D 40"H Adjustable

**PRO EXECUTIVE GUEST CHAIR** **SELECT**

black vinyl **810947**

24"L 22"D 36"H

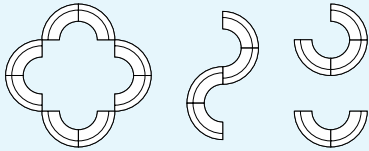


## BARS & BARSTOOLS

**MARTINI BAR** **SELECT**  
 gray metal rounded bar with frosted  
 glass top and chrome legs **8501**

67"L | 22"D | 45"H

possible configurations



**BLACK DIAMOND STOOL** **ESSENTIALS**  
**71088**

22"W | 18"L | 46"H

**GRAY GASLIFT STOOL** **ESSENTIALS**  
 with arms **71048**  
 without arms **71047**

24"W | 20"L | 46"H | Adjustable

**LAGUNA BARSTOOL** **SELECT**  
 maple/chrome **810860**

18"L | 20"D | 47"H



**LIMERICK® STOOL**  
**BY HERMAN MILLER** **ESSENTIALS**  
 gray **210109**

18"W | 17.75"L | 44"H

**LIFT BARSTOOL** **SELECT**  
 gray vinyl/chrome **810872**  
 red vinyl/chrome **810873**  
 black vinyl/chrome **810871**  
 white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



**APEX BARSTOOL** **SELECT**  
 black vinyl **810951**  
 blue ultra suede **810952**  
 red vinyl **810953**  
 white vinyl **810954**

21"L | 21"D | 33"H



BARS & BARSTOOLS

**BANANA BARSTOOL** **SELECT**

white vinyl/chrome **810103**  
black vinyl/chrome **810104**

21"L 22"D 41"H

**ZENITH BARSTOOL** **SELECT**

white/chrome **810850**

19"L 20"D 44"H

**ZOEY BARSTOOL** **SELECT**

white vinyl/chrome **810840**  
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H Adjustable



**CHRISTOPHER BARSTOOL** **SELECT**

white **810848**

19"L 15"D 41"H

**ICE BARSTOOL** **SELECT**

transparent/chrome legs **810815**

16"L 14"D 38"H

**SHARK BARSTOOL** **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



**RUSTIQUE BARSTOOL** **SELECT**

gunmetal **810839**

13"L 13"D 30"H

**GIN BARSTOOL** **SELECT**

maple wood/chrome **810505**

16"L 16"D 33"H

**OSLO BARSTOOL** **SELECT**

blue plastic/chrome **810200**  
white plastic/chrome **810201**

17"L 20"D 45"H



# TURN THE TABLES IN YOUR FAVOR

---

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

## ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 19**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**

Ice Barstool | 810815 | **Page 13**



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

#### TABLES

	24"D / 30"H	3'L	4'L	6'L	8'L
Draped		124330	124430	124630	124830
Draped on Fourth Side				12404630	12404830
Undraped		125330	125430	125630	125830

#### COUNTERS

	24"D / 42"H	3'L	4'L	6'L	8'L
Draped		124342	124442	124642	124842
Draped on Fourth Side				12404642	12404842
Undraped		125342	125442	125642	125842

#### TABLES\*

	30"D / 30"H	3'L	4'L	6'L	8'L
Draped		130330	130430	130630	130830
Draped on Fourth Side				12404630	12404830
Undraped		131330	131430	131630	131830

#### COUNTERS\*

	30"D / 42"H	3'L	4'L	6'L	8'L
Draped		130342	130442	130642	130842
Draped on Fourth Side				12404642	12404842
Undraped		131342	131442	131642	131842

\*Table and counter widths available in select cities





PEDESTAL TABLES

Soho Series



**BLACK-TOP CAFÉ** **ESSENTIALS**  
72069

24" Round 30"H

72067

36" Round 30"H

**BLACK-TOP MINI** **ESSENTIALS**  
72066

18" Round 18"H



**BLACK-TOP BISTRO** **ESSENTIALS**  
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**BUTCHER BLOCK-TOP CAFÉ** **ESSENTIALS**  
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP BISTRO** **ESSENTIALS**  
720163

30" Round 42"H

720164

36" Round 42"H



**STANDARD BASE CAFÉ TABLE** **SELECT**  
*liquid white* 820232

30" Round 29"H



**STANDARD BASE BAR TABLE** **SELECT**  
*liquid white* 820231

30" Round 42"H



**HYDRAULIC BASE CAFÉ TABLE** **SELECT**  
*maple* 8201208

30" Round 29"H



**HYDRAULIC BASE BAR TABLE** **SELECT**  
*maple* 8201207

30" Round 45"H



*actual color*

**STANDARD BASE CAFÉ TABLE** **SELECT**  
*blue steel* 8201203

30" Round 29"H



*actual color*

**STANDARD BASE BAR TABLE** **SELECT**  
*blue steel* 8201204

30" Round 42"H

PEDESTAL TABLES



HYDRAULIC BASE  
CAFÉ TABLE **SELECT**  
*graphite* 8201209  
36" Round 29"H



HYDRAULIC BASE  
BAR TABLE **SELECT**  
*graphite* 8201211  
36" Round 45"H



HYDRAULIC BASE  
CAFÉ TABLE **SELECT**  
*maple* 8201206  
36" Round 29"H



HYDRAULIC BASE  
BAR TABLE **SELECT**  
*maple* 8201205  
36" Round 45"H



HYDRAULIC BASE  
CAFÉ TABLE **SELECT**  
*liquid white* 820224  
30" Round 29"H



HYDRAULIC BASE  
BAR TABLE **SELECT**  
*liquid white* 820230  
30" Round 45"H



HYDRAULIC BASE  
CAFÉ TABLE **SELECT**  
*white laminate* 820126  
36" Round 29"H



HYDRAULIC BASE  
BAR TABLE **SELECT**  
*white laminate* 820125  
36" Round 45"H



MADISON HYDRAULIC BASE  
CAFÉ TABLE **SELECT**  
*gray acajou* 820241  
30" Round 29"H



MADISON HYDRAULIC BASE  
BAR TABLE **SELECT**  
*gray acajou* 820240  
30" Round 45"H



MADISON  
CAFÉ TABLE **SELECT**  
*gray acajou* 820265  
30" Round 29"H



MADISON  
BAR TABLE **SELECT**  
*gray acajou* 820264  
30" Round 42"H

# FREEMAN

## OCCASIONAL, END & COCKTAIL TABLES

### Silverado

**END TABLE** **SELECT**  
tempered glass/painted steel **82015**

24" Round 22"H

**COCKTAIL TABLE** **SELECT**  
tempered glass/painted steel **82014**

36" Round 17"H



**MANHATTAN TABLE** **SELECT**  
glass/brushed metal base **82033**

42" Round 29"H



### Alondra

**END TABLE** **SELECT**  
glass/chrome **820252**

20"L 20"D 20"H

**COCKTAIL TABLE** **SELECT**  
glass/chrome **820250**

47"L 24"D 16"H



**END TABLE** **SELECT**  
wood/chrome **820253**

20"L 20"D 21"H

**COCKTAIL TABLE** **SELECT**  
wood/chrome **820251**

47"L 24"D 17"H



OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE **SELECT**  
wood/black steel 82028

20"L 20"D 21"H



COCKTAIL TABLE **SELECT**  
wood/black steel 82027

47"L 24"D 17"H

END TABLE **SELECT**  
glass/chrome 82035

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**  
glass/chrome 82034

50"L 22"D 16"H

Sydney

END TABLE **SELECT**  
black laminate/brushed steel 82054  
white laminate/brushed steel 82055

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**  
black laminate/brushed steel 82076  
white laminate/brushed steel 82053

48"L 26"D 18"H

⚡ Powered options available



⚡ See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

## OCCASIONAL, END & COCKTAIL TABLES

### Oliver

END TABLE **SELECT**  
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**  
walnut finish **82087**

47"L 27"D 19"H



### ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 18**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**





OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE **SELECT**  
brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE **SELECT**  
brushed metal **82074**

47"L 15.5"D 16"H



AURA  
ROUND TABLE **SELECT**  
white metal **820844**

15"Round 22"H

EDGE LED  
CUBE TABLE\* **SELECT**  
white plastic/clear  
acrylic top **82057**

20"L 20"D 20"H



GEO SQUARE-ROUND  
TABLE **SELECT**  
glass/black steel **82043**  
glass/chrome **82044**

42"L 42"D 29"H



\*Electrical power must be ordered separately

## CONFERENCE TABLES

### GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



### MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H



### 42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H

### 6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H



### 8' RECTANGULAR CONFERENCE TABLE **SELECT**

granite **820115**

96"L 44"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H



COMMUNAL TABLE (MAPLE WITH GROMMETS) **SELECT**

laminate/metal

**82058**

72"L 26"D 30"H

**82059**

72"L 26"D 42"H



COMMUNAL TABLE (MAPLE) **SELECT**

laminate/metal

**82067**

72"L 26"D 30"H

**82068**

72"L 26"D 42"H



COMMUNAL TABLE (WHITE) **SELECT**

laminate/metal

**82063**

72"L 26"D 30"H

**82066**

72"L 26"D 42"H

# FREEMAN

## OFFICE



**MADISON DESK** **SELECT**  
gray acajou **84075**

60"L 30"D 29"H



**MADISON CREDENZA** **SELECT**  
gray acajou **84077**

60"L 20"D 29"H



**MADISON BOOKCASE** **SELECT**  
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE



**WORK DESK** *SELECT*  
white laminate **820706**

48"L 24"D 30"H



**MERLIN TABLE** *SELECT*  
gray laminate **820707**

46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Aura Round Table | 820844 | **Page 21**

Key Largo Chair | 810950 | **Page 4**

Black Diamond Stool | 71088 | **Page 12**

Sydney Table, Powered | 82076 | **Page 19, 27**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**





## POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

### POWERED SEATING

#### NAPLES CHAIR, POWERED\* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



#### NAPLES LOVESEAT, POWERED\* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



#### NAPLES SOFA, POWERED\* **SELECT**

black vinyl **830121**

87"L 30"D 33"H



Power Panel Detail

#### ROMA CHAIR, POWERED\* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



#### ROMA SOFA, POWERED\* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

\*Electrical power must be ordered separately

POWERED TABLES

**G30 COCKTAIL TABLE, POWERED\*** **SELECT**  
white top **82070**

72"L 26"D 18"H

**G30 CAFÉ TABLE, POWERED\*** **SELECT**  
white top **82071**

72"L 26"D 30"H

**G30 BAR TABLE, POWERED\*** **SELECT**  
white top **82072**

72"L 26"D 42"H



**TECH DESK WITH 3 DRAWER FILE CABINET, POWERED\*** **SELECT**  
black metal **84083**  
desk only **84084**

60"L 30"D 30"H

**SYDNEY COCKTAIL TABLE, POWERED\*** **SELECT**  
black laminate/brushed steel **82076**  
white laminate/brushed steel **82073**

48"L 26"D 18"H



POWERED

POWERED PRODUCT PEDESTALS

**POWERED\* LOCKING PEDESTAL, 36"** **SELECT**  
black **85060**  
white **85061**

24"L 24"D 36"H

**POWERED\* LOCKING PEDESTAL, 42"** **SELECT**  
black **85062**  
white **85063**

24"L 24"D 42"H



BANQUETTE

**CENTER CONE** **SELECT**  
**8506**

38" Round 51"H

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



Power Panel Detail

\*Electrical power must be ordered separately

STORAGE

3 DRAWER  
FILE CABINET  
ON CASTORS **SELECT**  
84080

16"L 20"D 28"H



FILE CABINET  
WITH LOCK **ESSENTIALS**  
standard size

TWO-DRAWER  
74082

15"W 29"L 28"H

FOUR-DRAWER  
74081

15"W 29"L 50"H



REFRIGERATOR



SMALL  
REFRIGERATOR\* **ESSENTIALS**  
75057

19"W 19"L 34"H



REFRIGERATOR\* **SELECT**  
white - 14.0 cubic feet 8503001

28"L 28"D 64"H

LIGHTING



MASON TABLE  
LAMP\* **SELECT**  
white/brushed silver 850707

16" Round 26"H



MASON FLOOR  
LAMP\* **SELECT**  
white/brushed silver 850708

18" Round 55"H



\*Electrical power must be ordered separately

# DISPLAY

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

## DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W | 15"H

medium **75021**

18"W | 20"H

high **75022**

24"W | 36"H

Available in rectangular sizes.



## DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W | 12"L | 42"H

18" medium **75031**

18"W | 18"L | 36"H

24" large **75032**

24"W | 24"L | 42"H



## ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L | 28"D | 40.5"H

Computer not included.



## DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W | 49"L | 42"H



### ITEMS PICTURED BELOW

Bench Ottoman | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 27**



# ACCESSORIES

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

## TABLET STAND

### MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## TABLET STAND ACCESSORIES

### BROCHURE HOLDER\* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

### WIRELESS PRINTER HOLDER\* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

### CHARGING SHELF\* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand



ACCESSORIES

**CHROME STANCHION WITH 8' RETRACTABLE BELT** *ESSENTIALS*  
220121

42"H

**CHROME SIGN HOLDER** *ESSENTIALS*  
220118

Holds 22" x 28" sign

**ROUND LITERATURE RACK** *ESSENTIALS*  
750135

17"W 17"L 57"H

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



**FLAT LITERATURE RACK** *ESSENTIALS*  
750136

10"W 55"H

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

**CHROME COAT TREE** *ESSENTIALS*  
220109

**ALUMINIUM EASEL** *ESSENTIALS*  
220134

**CHROME BAG RACK** *ESSENTIALS*  
220110

**SPECIAL DRAPING** (not pictured)

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



**FLOOR-STANDING BULLETIN BOARD** *ESSENTIALS*  
10201484

48"W 96"L 78"H



**CORRUGATED WASTEBASKET** *ESSENTIALS*  
220106



**WASTEBASKET** *ESSENTIALS*  
wastebasket color may vary.  
220107

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	436.00	479.60	610.40	_____
_____	830120*	Loveseat.....	586.00	644.60	820.40	_____
_____	830119*	Sofa.....	650.00	715.00	910.00	_____
<b>Heathrow Group -Black Vinyl</b>						
_____	810116*	Armless Chair.....	330.00	363.00	462.00	_____
_____	810117*	Corner Chair.....	386.00	424.60	540.40	_____
_____	830116*	Sofa.....	560.00	616.00	784.00	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	568.00	624.80	795.20	_____
_____	8151*	Ottoman.....	250.00	275.00	350.00	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	454.00	499.40	635.60	_____
_____	830951*	Sofa.....	502.00	552.20	702.80	_____
_____	810950*	Chair.....	358.00	393.80	501.20	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	450.00	495.00	630.00	_____
_____	83015*	Sofa.....	718.00	789.80	1,005.20	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	302.00	332.20	422.80	_____
_____	830949*	Sofa.....	482.00	530.20	674.80	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	200.00	220.00	280.00	_____
_____	830150*	Sofa.....	256.00	281.60	358.40	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	388.00	426.80	543.20	_____
_____	830118*	Sofa.....	542.00	596.20	758.80	_____
<b>Roma Group - White Vinyl</b>						
_____	81020*	Chair.....	502.00	552.20	702.80	_____
_____	83016*	Sofa.....	768.00	844.80	1,075.20	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	280.00	308.00	392.00	_____
_____	815123*	Endless Square - Black Vinyl.....	280.00	308.00	392.00	_____
_____	815953*	Endless Curve - White Vinyl.....	374.00	411.40	523.60	_____
_____	815952*	Endless Curve - Black Vinyl.....	374.00	411.40	523.60	_____
_____	815120*	Bench - White Vinyl.....	336.00	369.60	470.40	_____
_____	815121*	Bench - Black Vinyl.....	336.00	369.60	470.40	_____
_____	815119*	Half-Bench - White Vinyl.....	318.00	349.80	445.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81518*	Vibe Cube - Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81519*	Vibe Cube - Red Vinyl.....	128.00	140.80	179.20	_____
_____	81525*	Vibe Cube - Orange Vinyl.....	128.00	140.80	179.20	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	128.00	140.80	179.20	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	128.00	140.80	179.20	_____
_____	81530*	Vibe Cube - Black Vinyl.....	112.00	123.20	156.80	_____
_____	81531*	Vibe Cube - White Vinyl.....	112.00	123.20	156.80	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	198.00	217.80	277.20	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	198.00	217.80	277.20	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	198.00	217.80	277.20	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	198.00	217.80	277.20	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	198.00	217.80	277.20	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	198.00	217.80	277.20	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	198.00	217.80	277.20	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	198.00	217.80	277.20	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	198.00	217.80	277.20	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	198.00	217.80	277.20	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	182.00	200.20	254.80	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	536.00	589.60	750.40	_____
_____	8507*	Quarter Curve Ottoman.....	354.00	389.40	495.60	_____
<b>Occasional Chairs</b>						
_____	71089	Black Diamond Side Chair.....	113.60	124.95	159.05	_____
_____	71090	Black Diamond Arm Chair.....	132.50	145.75	185.50	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	122.00	134.20	170.80	_____
_____	210108	Limerick® Chair by Herman Miller.....	63.35	69.70	88.70	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	710.00	781.00	994.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	710.00	781.00	994.00	_____
_____	810948*	Meeting Chair - White Vinyl.....	248.00	272.80	347.20	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	192.00	211.20	268.80	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	252.00	277.20	352.80	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	356.00	391.60	498.40	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	402.00	442.20	562.80	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	186.00	204.60	260.40	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	88.00	96.80	123.20	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	86.00	94.60	120.40	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	106.00	116.60	148.40	_____
_____	810851*	Zenith Chair - White/Chrome.....	138.00	151.80	193.20	_____
_____	810841*	Rustique Chair - Gunmetal.....	110.00	121.00	154.00	_____
_____	810837*	Razor Armless Chair - White High Density Plastic....	52.00	57.20	72.80	_____
_____	810875*	Swanson Swivel Chair - White Vinyl.....	238.00	261.80	333.20	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	98.00	107.80	137.20	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	98.00	107.80	137.20	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	106.00	116.60	148.40	_____

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total																					
<b>Conference Chairs</b>																											
	71046	Gray Gaslift Chair With Arms.....	217.45	239.20	304.45																						
	71045	Gray Gaslift Chair Without Arms.....	180.10	198.10	252.15																						
	810874*	Labrea Chair - Charcoal Gray Fabric.....	280.00	308.00	392.00																						
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	284.00	312.40	397.60																						
	810807*	Luxor Executive Chair - Black Vinyl.....	378.00	415.80	529.20																						
	810844*	Pro Executive High Back Chair - White Vinyl.....	248.00	272.80	347.20																						
	810946*	Pro Executive High Back Chair - Black Vinyl.....	248.00	272.80	347.20																						
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	308.00	338.80	431.20																						
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	308.00	338.80	431.20																						
	810947*	Pro Executive Guest Chair - Black Vinyl.....	322.00	354.20	450.80																						
<b>Bars &amp; Barstools</b>																											
	8501*	Martini Bar.....	1,244.00	1,368.40	1,741.60																						
	71088	Black Diamond Stool.....	165.05	181.55	231.05																						
	71048	Gray Gaslift Stool with Arms.....	254.10	279.50	355.75																						
	71047	Gray Gaslift Stool without Arms.....	238.95	262.85	334.55																						
	810860*	Laguna Barstool - Maple/Chrome.....	154.00	169.40	215.60																						
	210109	Limerick® Stool by Herman Miller.....	105.95	116.55	148.35																						
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	144.00	158.40	201.60																						
	810873*	Lift Barstool - Red Vinyl/Chrome.....	144.00	158.40	201.60																						
	810871*	Lift Barstool - Black Vinyl/Chrome.....	144.00	158.40	201.60																						
	810870*	Lift Barstool - White Vinyl/Chrome.....	144.00	158.40	201.60																						
	810951*	Apex Barstool - Black Vinyl.....	180.00	198.00	252.00																						
	810952*	Apex Barstool - Blue Ultra Suede.....	180.00	198.00	252.00																						
	810953*	Apex Barstool - Red Vinyl.....	180.00	198.00	252.00																						
	810954*	Apex Barstool - White Vinyl.....	180.00	198.00	252.00																						
	810103*	Banana Barstool - White Vinyl/Chrome.....	168.00	184.80	235.20																						
	810104*	Banana Barstool - Black Vinyl/Chrome.....	168.00	184.80	235.20																						
	810850*	Zenith Barstool - White/Chrome.....	138.00	151.80	193.20																						
	810840*	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00																						
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	270.00	297.00	378.00																						
	810848*	Christopher Barstool - White.....	184.00	202.40	257.60																						
	810815*	ICE Barstool - Transparent/Chrome.....	198.00	217.80	277.20																						
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	300.00	330.00	420.00																						
	810839*	Rustique Barstool - Gunmetal.....	110.00	121.00	154.00																						
	810505*	Gin Barstool - Maple Wood/Chrome.....	152.00	167.20	212.80																						
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	214.00	235.40	299.60																						
	810201*	Oslo Barstool - White Plastic/Chrome.....	214.00	235.40	299.60																						
<b>Draped Tables &amp; Counters</b>																											
<table border="1"> <tr> <td colspan="7"><b>Draped Tables - Tables are 24" wide</b></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 colspan="2"></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 colspan="2"></td> </tr> </table>							<b>Draped Tables - Tables are 24" wide</b>							<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																							
	124330	Draped Table 3'L x 30"H.....	98.50	108.35	137.90																						
	124430	Draped Table 4'L x 30"H.....	111.45	122.60	156.05																						
	124630	Draped Table 6'L x 30"H.....	137.40	151.15	192.35																						
	124830	Draped Table 8'L x 30"H.....	161.10	177.20	225.55																						
	12404630	4th Side Drape 6'L x 30"H.....	52.40	57.65	73.35																						
	12404830	4th Side Drape 8'L x 30"H.....	52.40	57.65	73.35																						

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Draped Tables & Counters (cont'd)**

<b>Draped Tables - Tables are 24" wide</b>									
<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

_____	124342	Draped Counter 3'L x 42"H.....	145.90	160.50	204.25	_____
_____	124442	Draped Counter 4'L x 42"H.....	166.60	183.25	233.25	_____
_____	124642	Draped Counter 6'L x 42"H.....	183.20	201.50	256.50	_____
_____	124842	Draped Counter 8'L x 42"H.....	201.90	222.10	282.65	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	52.40	57.65	73.35	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	52.40	57.65	73.35	_____

**Undraped Tables & Counters**

<b>Undraped Tables - Tables are 24" wide</b>					
--	--	--	--	--	--

_____	125330	Undraped Table 3'L x 30"H.....	36.50	40.15	51.10	_____
_____	125430	Undraped Table 4'L x 30"H.....	44.30	48.75	62.00	_____
_____	125630	Undraped Table 6'L x 30"H.....	52.40	57.65	73.35	_____
_____	125830	Undraped Table 8'L x 30"H.....	61.10	67.20	85.55	_____
_____	125342	Undraped Counter 3'L x 42"H.....	80.30	88.35	112.40	_____
_____	125442	Undraped Counter 4'L x 42"H.....	88.90	97.80	124.45	_____
_____	125642	Undraped Counter 6'L x 42"H.....	97.90	107.70	137.05	_____
_____	125842	Undraped Counter 8'L x 42"H.....	108.20	119.00	151.50	_____

<b>Table Top Risers - Risers are 8" wide</b>					
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_____	1504100	Black 4'L x 7"H Corrugated Riser.....	31.05	34.15	43.45	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	31.05	34.15	43.45	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	36.35	40.00	50.90	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	36.35	40.00	50.90	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.90	46.10	58.65	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.90	46.10	58.65	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.50	52.25	66.50	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.50	52.25	66.50	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	58.10	63.90	81.35	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	58.10	63.90	81.35	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.70	75.55	96.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.70	75.55	96.20	_____

**Pedestal Tables - SoHo Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	203.60	223.95	285.05	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	203.60	223.95	285.05	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	135.45	149.00	189.65	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	203.60	223.95	285.05	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	203.60	223.95	285.05	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	183.90	202.30	257.45	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	183.90	202.30	257.45	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	183.90	202.30	257.45	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	183.90	202.30	257.45	_____

**Pedestal Tables**

_____	820232*	Standard Base Cafe Table - Liquid White.....	248.00	272.80	347.20	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	228.00	250.80	319.20	_____
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	308.00	338.80	431.20	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	320.00	352.00	448.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (cont'd)</b>						
_____	8201203*	Standard Base Cafe Table - Blue Steel.....	214.00	235.40	299.60	_____
_____	8201204*	Standard Base Bar Table - Blue Steel.....	256.00	281.60	358.40	_____
_____	8201209*	Hydraulic Base Cafe Table - Graphite.....	342.00	376.20	478.80	_____
_____	8201211*	Hydraulic Base Bar Table - Graphite.....	352.00	387.20	492.80	_____
_____	8201206*	Hydraulic Base Cafe Table - Maple.....	350.00	385.00	490.00	_____
_____	8201205*	Hydraulic Base Bar Table - Maple.....	348.00	382.80	487.20	_____
_____	820224*	Hydraulic Base Cafe Table - Liquid White.....	344.00	378.40	481.60	_____
_____	820230*	Hydraulic Base Bar Table - Liquid White.....	344.00	378.40	481.60	_____
_____	820126*	Hydraulic Base Cafe Table - White Laminate.....	350.00	385.00	490.00	_____
_____	820125*	Hydraulic Base Bar Table - White Laminate.....	366.00	402.60	512.40	_____
_____	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	274.00	301.40	383.60	_____
_____	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	274.00	301.40	383.60	_____
_____	820265*	Madison Cafe Table - Gray Acajou.....	216.00	237.60	302.40	_____
_____	820264*	Madison Bar Table - Gray Acajou.....	236.00	259.60	330.40	_____
<b>Occasional, End &amp; Cocktail Tables</b>						
_____	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	230.00	253.00	322.00	_____
_____	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	244.00	268.40	341.60	_____
_____	82033*	Manhattan Table - Glass/Brushed Metal Base.....	274.00	301.40	383.60	_____
_____	820252*	Alondra End Table - Glass/Chrome.....	200.00	220.00	280.00	_____
_____	820250*	Alondra Cocktail Table - Glass/Chrome.....	278.00	305.80	389.20	_____
_____	820253*	Alondra End Table - Wood/Chrome.....	200.00	220.00	280.00	_____
_____	820251*	Alondra Cocktail Table - Wood/Chrome.....	200.00	220.00	280.00	_____
_____	82028*	Geo End Table - Wood/Black Steel.....	236.00	259.60	330.40	_____
_____	82027*	Geo Cocktail Table - Wood/Black Steel.....	242.00	266.20	338.80	_____
_____	82035*	Geo End Table - Glass/Chrome.....	176.00	193.60	246.40	_____
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	194.00	213.40	271.60	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	214.00	235.40	299.60	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	214.00	235.40	299.60	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	258.00	283.80	361.20	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	258.00	283.80	361.20	_____
_____	82088*	Oliver End Table - Walnut Finish.....	206.00	226.60	288.40	_____
_____	82087*	Oliver Table - Walnut Finish.....	232.00	255.20	324.80	_____
_____	82075*	Regis End Table - Brushed Metal.....	210.00	231.00	294.00	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	296.00	325.60	414.40	_____
_____	820844*	Aura Round Table - White Metal.....	118.00	129.80	165.20	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	182.00	200.20	254.80	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	276.00	303.60	386.40	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	276.00	303.60	386.40	_____
<b>Conference Tables</b>						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	388.00	426.80	543.20	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	346.00	380.60	484.40	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	370.00	407.00	518.00	_____
_____	820708*	42" Round Conference Table - White Laminate.....	364.00	400.40	509.60	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	490.00	539.00	686.00	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	582.00	640.20	814.80	_____

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<b>Conference Tables (con't)</b>						
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	448.00	492.80	627.20	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	454.00	499.40	635.60	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	636.00	699.60	890.40	_____
_____	82067*	Communal Table 30"H - Maple.....	454.00	499.40	635.60	_____
_____	82068*	Communal Table 42"H - Maple.....	636.00	699.60	890.40	_____
_____	82063*	Communal Table 30"H - White.....	454.00	499.40	635.60	_____
_____	82066*	Communal Table 42"H - White.....	636.00	699.60	890.40	_____
<b>Office</b>						
_____	84075*	Madison Desk - Gray Acajou.....	526.00	578.60	736.40	_____
_____	84077*	Madison Credenza - Gray Acajou.....	438.00	481.80	613.20	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	374.00	411.40	523.60	_____
<b>Computer Desk/Tables</b>						
_____	820706*	Work Desk - White Laminate.....	314.00	345.40	439.60	_____
_____	820707*	Merlin Table - Gray Laminate.....	326.00	358.60	456.40	_____

**POWERED**

<b>Powered Seating</b>						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	620.00	682.00	868.00	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	832.00	915.20	1,164.80	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	958.00	1,053.80	1,341.20	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	620.00	682.00	868.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	958.00	1,053.80	1,341.20	_____
<b>Powered Tables</b>						
_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	408.00	448.80	571.20	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	564.00	620.40	789.60	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	738.00	811.80	1,033.20	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	544.00	598.40	761.60	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	478.00	525.80	669.20	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	370.00	407.00	518.00	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	370.00	407.00	518.00	_____
<b>Powered Product Pedestals</b>						
_____	85060*	Powered Locking Pedestal 36" H, Black.....	452.00	497.20	632.80	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	452.00	497.20	632.80	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	540.00	594.00	756.00	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	540.00	594.00	756.00	_____

**DISPLAY & ACCESSORIES**

<b>Product Storage</b>						
_____	84080*	3 Door File Cabinet on Castors - Black .....	166.00	182.60	232.40	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	137.75	151.55	192.85	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	180.85	198.95	253.20	_____

**FREEMAN** furnishings

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before APRIL 09, 2018

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (615) 884-5785 to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total																		
<b>Refrigerator</b>																								
_____	75057	Small Refrigerator.....	395.80	435.40	554.10	_____																		
_____	8503001*	Refrigerator - White.....	704.00	774.40	985.60	_____																		
<b>Lighting</b>																								
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	140.00	154.00	196.00	_____																		
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	210.00	231.00	294.00	_____																		
<b>Display</b>																								
_____	75020	Display Cylinder - Black - Low.....	229.75	252.75	321.65	_____																		
_____	75021	Display Cylinder - Black - Medium.....	266.90	293.60	373.65	_____																		
_____	75022	Display Cylinder - Black - High.....	305.75	336.35	428.05	_____																		
_____	75030	Display Cube - Black - 12" Small.....	228.20	251.00	319.50	_____																		
_____	75031	Display Cube - Black - 18" Medium.....	246.90	271.60	345.65	_____																		
_____	75032	Display Cube - Black - 24" Large.....	283.95	312.35	397.55	_____																		
_____	75079	Orion Computer Kiosk - Black.....	411.45	452.60	576.05	_____																		
_____	72056	Display Counter - Black.....	366.40	403.05	512.95	_____																		
<b>Tablet Stand</b>																								
_____	850714*	Mobile Tablet Stand - White.....	198.00	217.80	277.20	_____																		
_____	850715*	Mobile Tablet Stand - Black.....	198.00	217.80	277.20	_____																		
<b>Tablet Stand Accessories</b>																								
_____	850711*	Brochure Holder - Black.....	26.00	28.60	36.40	_____																		
_____	850712*	Wireless Printer Holder - Black.....	26.00	28.60	36.40	_____																		
_____	850713*	Charging Shelf - Black.....	26.00	28.60	36.40	_____																		
<b>Accessories</b>																								
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	82.15	90.35	115.00	_____																		
_____	220118	Chrome Sign Holder.....	96.20	105.80	134.70	_____																		
_____	750135	Round Literature Rack.....	209.70	230.65	293.60	_____																		
_____	750136	Flat Literature Rack.....	164.55	181.00	230.35	_____																		
_____	220109	Chrome Coat Tree.....	52.40	57.65	73.35	_____																		
_____	220134	Aluminum Easel.....	54.65	60.10	76.50	_____																		
_____	220110	Chrome Bag Rack.....	92.10	101.30	128.95	_____																		
_____	10201484	Floor Standing Bulletin Board.....	214.25	235.70	299.95	_____																		
_____	220106	Corrugated Wastebasket.....	N/A	N/A	N/A	_____																		
_____	220107	Wastebasket.....	22.05	24.25	30.85	_____																		
<b>Special Drape</b>																								
<table border="1"> <tr> <td colspan="6"><b>Special Drape</b></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>							<b>Special Drape</b>						<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.).....	12.40	13.65	17.35	_____																		
_____	12108	Special Drape 8'H (per ft.).....	18.70	20.55	26.20	_____																		

TOTAL COST		
_____	+	_____ = _____
Sub-Total	9.5% 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.

**FREEMAN** furnishings  
 Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before APRIL 09, 2018

# ACCESSORIES ORDER FORM

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018**

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

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

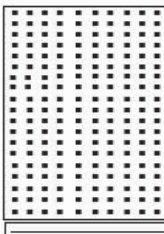
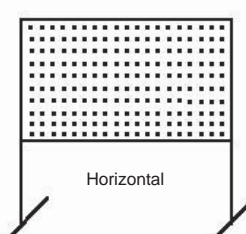
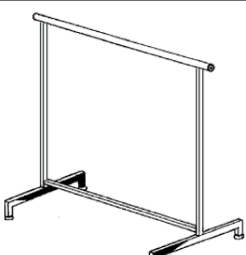
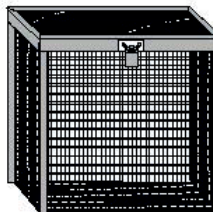


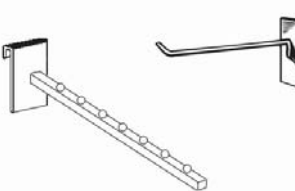




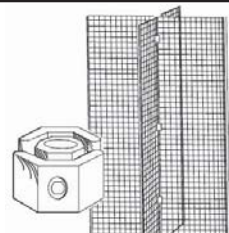
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

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## ACCESSORIES

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	311.85	343.05	436.60	
___	10201179	1M x 8'H Single Side-Vert (Gray)....	311.85	343.05	436.60	
___	10201182	1/2 M x 8'H Single Side-Vert.....	209.95	230.95	293.95	
___	10201480	4' x 8' Single Side-Horz.....	366.40	403.05	512.95	
___	102040	4" Single Hook.....	2.60	2.85	3.65	
___	102060	6" Single Hook.....	2.60	2.85	3.65	
___	102080	8" Single Hook.....	2.60	2.85	3.65	
___	10205	12" Shelf Bracket.....	2.60	2.85	3.65	
___	10207	7-Ball Waterfall Arm.....	18.35	20.20	25.70	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS</b>						
___	103028	Chrome Grid.....	100.95	111.05	141.35	
___	103010	Black Grid.....	100.95	111.05	141.35	
___	103011	White Grid.....	100.95	111.05	141.35	
___	103040	Grid Legs (Chrome).....	16.20	17.80	22.70	
___	103041	Grid Legs (Black).....	16.20	17.80	22.70	
___	103042	Grid Legs (White).....	16.20	17.80	22.70	
___	103030	Grid Connectors.....	1.95	2.15	2.75	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	13.40	14.75	18.75	
___	10305	5-Ball Waterfall Arm.....	14.15	15.55	19.80	
___	10307	7-Ball Waterfall Arm.....	14.70	16.15	20.60	
___	10309	Cleaver Clip.....	2.50	2.75	3.50	
___	103044	4" Single Hook.....	2.60	2.85	3.65	
___	103046	6" Single Hook.....	2.60	2.85	3.65	
___	103048	8" Single Hook.....	2.60	2.85	3.65	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	447.00	491.70	625.80	
___	15905	Fish Bowl.....	16.90	18.60	23.65	
___	159011	Ticket Tumbler - Small.....	207.30	228.05	290.20	
___	10405	Garment Rack.....	127.15	139.85	178.00	
___	10404	4-way Slant Arm.....	161.50	177.65	226.10	
___	10403	2-way Straight Arm.....	104.90	115.40	146.85	

TOTAL COST		
Sub-Total	+	9.5 % Tax
	=	Total Cost

FREEMAN accessories

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before APRIL 09, 2018



# FROM THE GROUND UP

.....

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup



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



# PRESTIGE CARPET

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

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

## Custom Options

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



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

# CLASSIC CARPET

## Custom Cut

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

## Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



Actual colors may vary slightly



# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018**

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

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (615) 884-5785 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](http://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 .....	\$ 329.60	\$ 362.55	\$ 461.45	_____
_____	10' x 20' Classic Carpet .....	\$ 659.20	\$ 725.10	\$ 922.90	_____
_____	10' x 30' Classic Carpet .....	\$ 988.80	\$ 1,087.70	\$ 1,384.30	_____
_____	10' x 40' Classic Carpet .....	\$ 1,318.40	\$ 1,450.25	\$ 1,845.75	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 118.45	\$ 130.30	\$ 165.85	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 236.90	\$ 260.60	\$ 331.65	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 355.35	\$ 390.90	\$ 497.50	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 473.80	\$ 521.20	\$ 663.30	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 236.90	\$ 260.60	\$ 331.65	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 473.80	\$ 521.20	\$ 663.30	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 710.70	\$ 781.75	\$ 995.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 947.60	\$ 1,042.35	\$ 1,326.65	_____
_____	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 .....	\$ 178.55	\$ 196.40	\$ 249.95	_____
_____	9' x 20' Classic Carpet .....	\$ 357.10	\$ 392.80	\$ 499.95	_____
_____	9' x 30' Classic Carpet .....	\$ 535.65	\$ 589.20	\$ 749.90	_____
_____	9' x 40' Classic Carpet .....	\$ 714.20	\$ 785.60	\$ 999.90	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 106.60	\$ 117.25	\$ 149.25	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 213.20	\$ 234.50	\$ 298.50	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 319.80	\$ 351.80	\$ 447.70	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 426.40	\$ 469.05	\$ 596.95	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 213.20	\$ 234.50	\$ 298.50	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 426.40	\$ 469.05	\$ 596.95	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 639.60	\$ 703.55	\$ 895.45	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 852.80	\$ 938.10	\$ 1,193.90	_____
_____	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		9.5% Tax
	=	_____
		Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before APRIL 09, 2018

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018**

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

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (615) 884-5785 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](http://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. @ \$ **3.75**

**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
		\$ <b>3.75</b>	\$ <b>4.15</b>	\$ <b>5.25</b>	_____

**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.		\$ <b>4.50</b>	\$ <b>4.95</b>	\$ <b>6.30</b>	_____
Over 700 sq. ft.		\$ <b>4.00</b>	\$ <b>4.40</b>	\$ <b>5.60</b>	_____

**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.		\$ <b>5.25</b>	\$ <b>5.80</b>	\$ <b>7.35</b>	_____
Over 700 sq. ft.		\$ <b>4.65</b>	\$ <b>5.10</b>	\$ <b>6.50</b>	_____

**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. @ \$ **1.25**

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.)		\$ <b>1.25</b>	\$ <b>1.40</b>	\$ <b>1.75</b>	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>1.10</b>	\$ <b>1.20</b>	\$ <b>1.55</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>2.50</b>	\$ <b>2.75</b>	\$ <b>3.50</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>2.20</b>	\$ <b>2.40</b>	\$ <b>3.10</b>	_____

TOTAL COST		
_____	+	_____
Sub- Total		9.5% Tax
	=	_____
		Total Cost

# FREEMAN

1701 Lebanon Pike Circle  
 Nashville, TN 37210  
 (615) 884-5785 Fax: (469) 621-5615

**INCLUDE THE FREEMAN METHOD OF  
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FREEMAN cleaning

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.50	.70	_____
_____	610200	Booth Vacuuming - 2 Days .....	.95	1.35	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.30	1.80	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.55	.75	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.10	1.55	_____
_____	630300	Shampoo Carpet - 3 Days .....	1.35	1.90	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	93.35	130.70	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	123.35	172.70	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	147.10	205.95	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....		Call for Quote	

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		9.5 %Tax		Total Cost

# FIT TO PRINT

.....

SmartFabric® is a triple-layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.



Your Marketing Message Here



## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

233.5"W 92.5"H

**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D

(up to 15 lbs each)

**RENTAL EXHIBITS INCLUDE:**

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

## FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric® Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric® Rental Exhibit. No fabric graphics will be provided separately from the rental unit.



**10 x 10 ft. frame**



**10 x 20 ft. frame**

**RENTAL EXHIBITS INCLUDE:**

- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

## CLASSIC CARPET

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options



9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

## PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options



\*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

## ACCESSORIES

SmartFabric® Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D



### CLEAR ACRYLIC SHELF

36"W 12"H .25"D


(up to 15lbs each)



## CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

### “CLEAN FOOTPRINT” BOOTH PACKAGE



When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.



# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018**

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

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## 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		9.5 % Tax		Total Cost

# RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental booth exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

**PACKAGE 1**



10 X 20

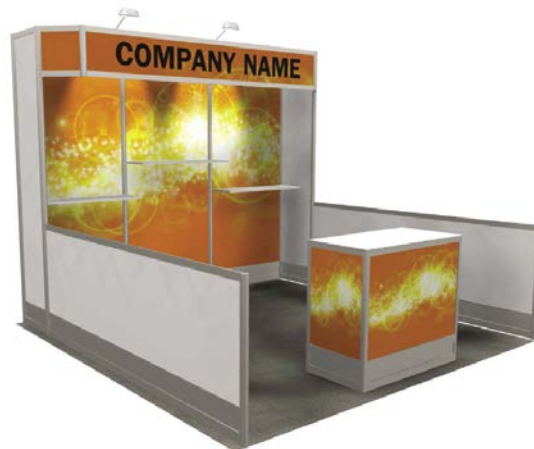


10 X 10

**PACKAGE 1 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



## PACKAGE 3



## PACKAGE 4



## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10





# FREEMAN

Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

## Booth Panel Options – Color Options Included with Rental Package



## Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above



9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

## Prestige Carpet (28 oz.) – Available Upgrade Color Options



\*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

### Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

### questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.



### “CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

# FREEMAN

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DEADLINE DATE  
APRIL 09, 2018**

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NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://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'	2,885.95	4,040.35	<input type="checkbox"/> 10' x 20'	5,658.20	7,921.50	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,627.25	2,278.15	<input type="checkbox"/> 10' x 20'	3,140.85	4,397.20	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,350.45	3,290.65	<input type="checkbox"/> 10' x 20'	4,587.30	6,422.20	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,155.75	3,018.05	<input type="checkbox"/> 10' x 20'	4,197.85	5,877.00	_____
Package 5	<input type="checkbox"/> 10' x 10'	1,808.10	2,531.35	<input type="checkbox"/> 10' x 20'	3,608.85	5,052.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	1,873.00	2,622.20	<input type="checkbox"/> 10' x 20'	3,738.90	5,234.45	_____

## 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		9.5 % Tax      Total Cost

# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

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

FREEMAN exhibit transportation

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

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](http://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 US must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**2018 CRAFT BREWERS CONFERENCE & BREWEXPO**  
**AMERICA®**

C/O: FREEMAN  
1701 LEBANON PIKE CIRCLE  
NASHVILLE, TN 37210

**MUST BE DELIVERED BY APRIL 23, 2018**

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**2018 CRAFT BREWERS CONFERENCE & BREWEXPO**  
**AMERICA®**

C/O: FREEMAN  
MUSIC CITY CENTER  
700 KOREAN VETERANS BLVD  
NASHVILLE, TN 37203

**CANNOT BE DELIVERED BEFORE APRIL 28, 2018**

#### 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](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (443016) \_\_\_\_\_

# FLEXING TO FIT YOUR NEEDS

---

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.



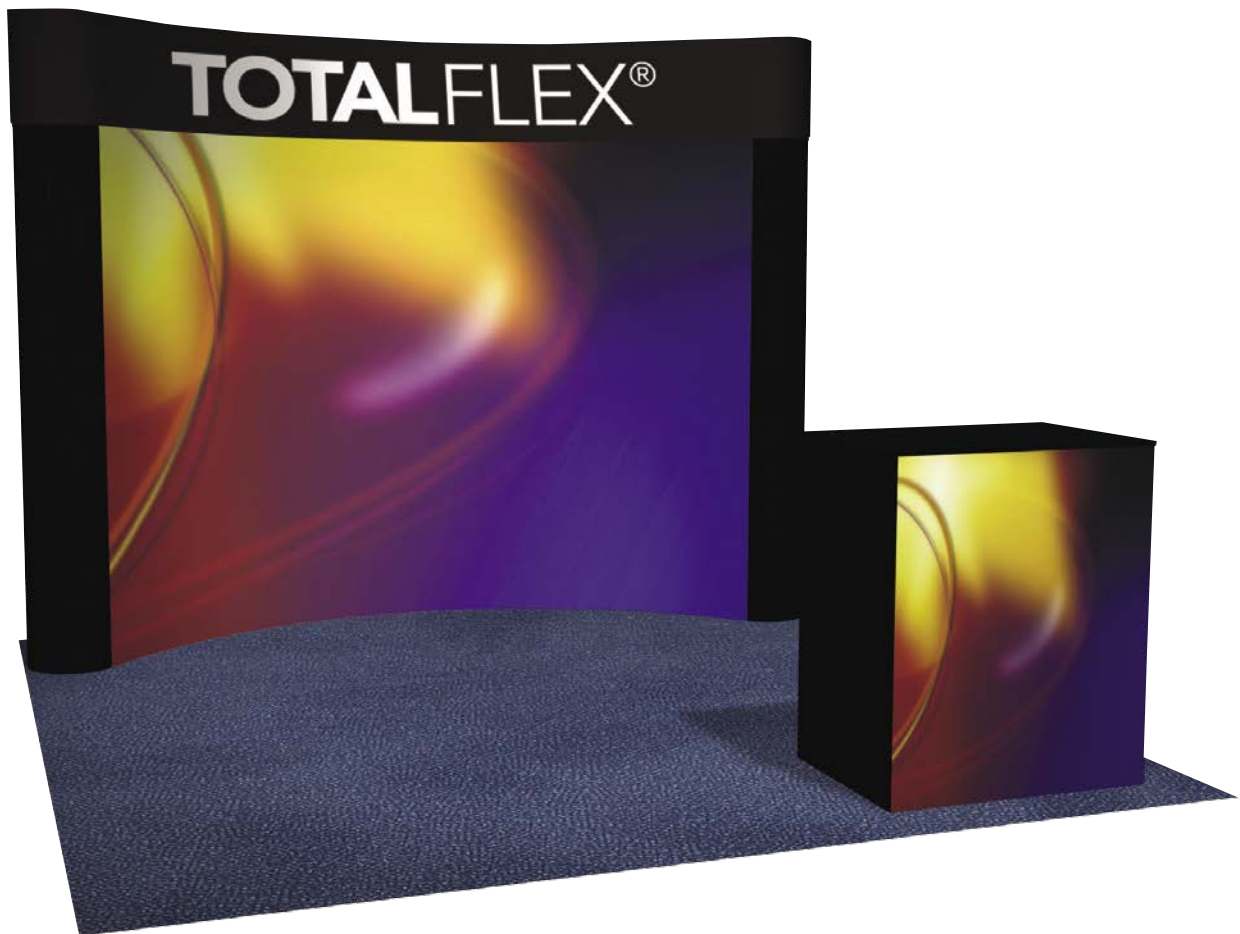
Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)



The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.\*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*\*Graphic design elements are priced separately and not included with TotalFlex® order.*



**FLOOR UNITS**

- 10'w x 8'h Floor Standing Unit
- 20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

- 6'w x 40"h Table Top Unit
- 8'w x 40"h Table Top Unit



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NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (615) 884-5785 to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)**

## TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	976.25	1,366.75	_____	_____
40"H x 8'W	1,135.50	1,589.70	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,157.10	1,619.95	_____	_____
40"H x 8'W	1,316.20	1,842.70	_____	_____

\*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  Blue

**\*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	1,591.20	2,227.70	_____	_____
8'H x 10'W	1,894.80	2,652.70	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	2,639.85	3,695.80	_____	_____
8'H x 10'W	3,073.75	4,303.25	_____	_____

\*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  Blue

**\*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	_____	195.25	273.35	_____	_____	282.15	395.00	_____
1715801	1-200 Watt Halogen Light Kit	_____	101.15	141.60	_____	_____	202.60	283.65	_____
1715802	Straight Shelf	_____	94.00	131.60	_____	_____	140.35	196.50	_____
1715803	Angled Shelf	_____	94.00	131.60	_____	_____	140.35	196.50	_____

## 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 + 9.5% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 9.5% Tax = Total Cost

# SEEING IS BELIEVING

.....

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman’s extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

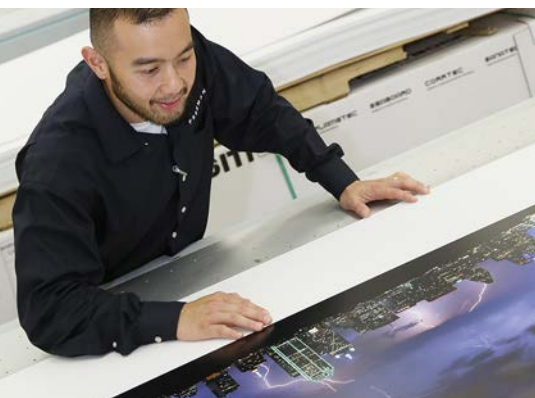
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

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





# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 09, 2018**

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

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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. \_\_\_\_\_ \$ 27.20 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 40.80 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" @ _____	69.10	103.65 =	_____
7" x 22" @ _____	71.35	107.05 =	_____
7" x 44" @ _____	76.85	115.30 =	_____
9" x 44" @ _____	86.95	130.45 =	_____
11" x 14" @ _____	88.45	132.70 =	_____
14" x 22" @ _____	100.20	150.30 =	_____
14" x 44" @ _____	127.25	190.90 =	_____
22" x 28" @ _____	131.95	197.95 =	_____
28" x 44" @ _____	201.80	302.70 =	_____
20" x 60" @ _____	217.45	326.20 =	_____

(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 + 9.5 % 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 (615) 884-5785 for assistance.



# UNION JURISDICTIONS NASHVILLE, TN

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

## **EXHIBIT INSTALLATION AND DISMANTLING:**

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

## **MATERIAL HANDLING:**

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

## **GRATUITIES:**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

## **SAFETY:**

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

# LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



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



Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

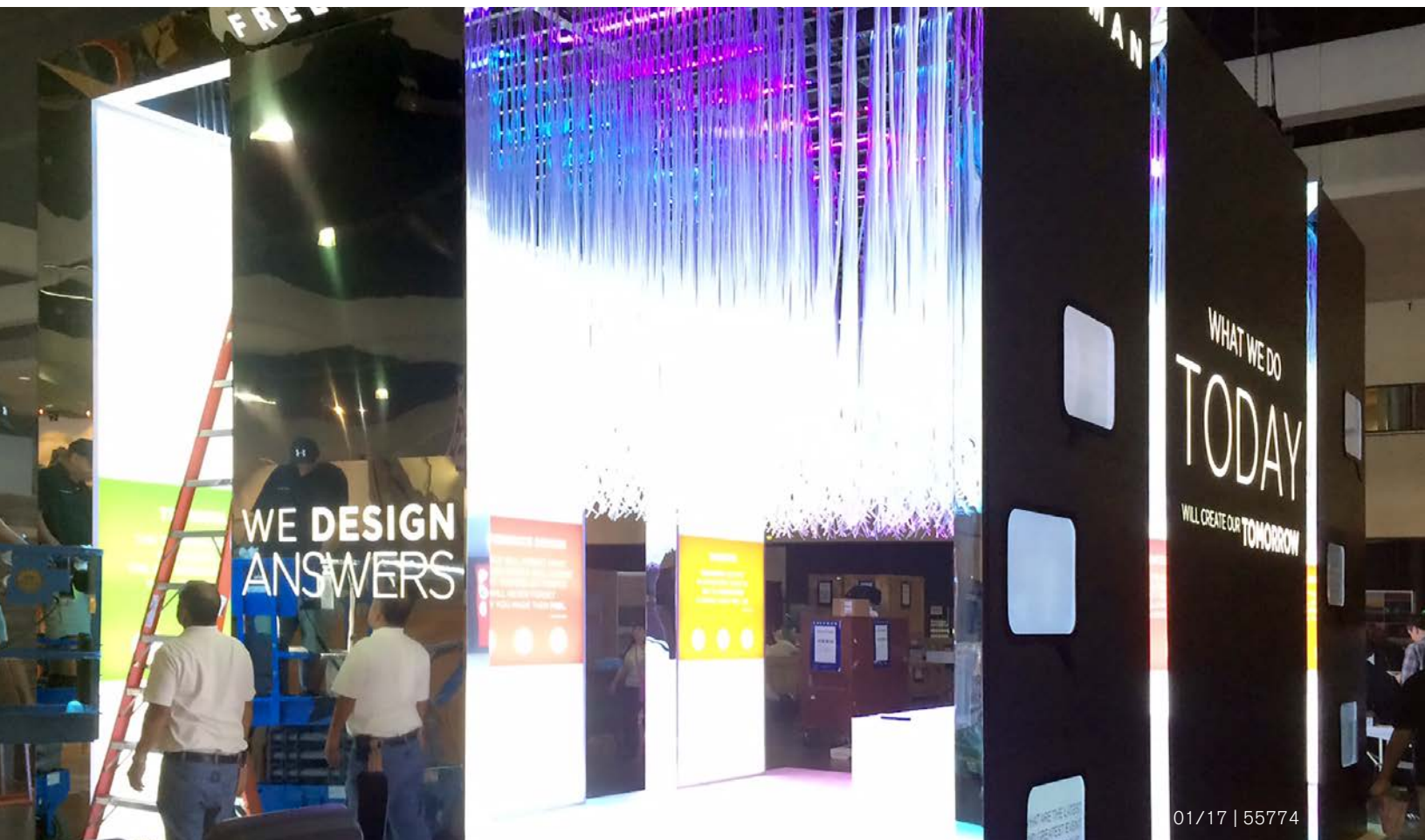
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



01/17 | 55774

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210

(615) 884-5785 • Fax: (469) 621-5615

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

NAME OF SHOW: 2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA ® / MAY 01 - 03, 2018

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description Site	Advance	Show Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 99.00	\$ 139.00
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
8:00 A.M. to 5:00 P.M. Saturday and Sunday .....	\$ 148.50	\$ 208.00
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M.		
Saturday, Sunday and recognized holidays .....	\$ 198.00	\$ 277.50

**• Show Site prices will apply to all labor orders placed at show site.**

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

## INSTALLATION LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	_____
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	_____
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax 9.5%						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**FREEMAN installation & dismantle labor**

NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA ® / MAY 01 - 03, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Select a Carrier:**

Freeman Exhibit Transportation:

Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: \_\_\_\_\_

Charges will appear on your Freeman invoice.

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 Level of Service:**

1 Day: Delivery next business day

Standard Ground

2 Day: Delivery by 5:00 PM second business day

Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

**Freight Charges:**

Same as ship to

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Select Shipment Options (if applicable)**

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

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

Re-route via Freeman's choice

Deliver back to the warehouse at exhibitor's expense

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

**FREEMAN installation & dismantle labor**



# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
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NAME OF SHOW: **2018 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA® / MAY 01 - 03, 2018**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## FORKLIFT RIGGING EQUIPMENT AND LABOR

- Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday  
 8:00 A.M. to 5:00 P.M. Saturday and Sunday  
**Double Time -** 12:00 Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M. Saturday, Sunday and recognized holidays.

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 170.50	\$ 239.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 220.00	\$ 308.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 269.50	\$ 377.50
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 51.50	\$ 51.50
3090700	Forklift Boom.....	\$ 51.50	\$ 51.50
3090800	Pallet Jack.....	\$ 51.50	\$ 51.50

• For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

### 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 9.5%	
							<b>Total</b>	

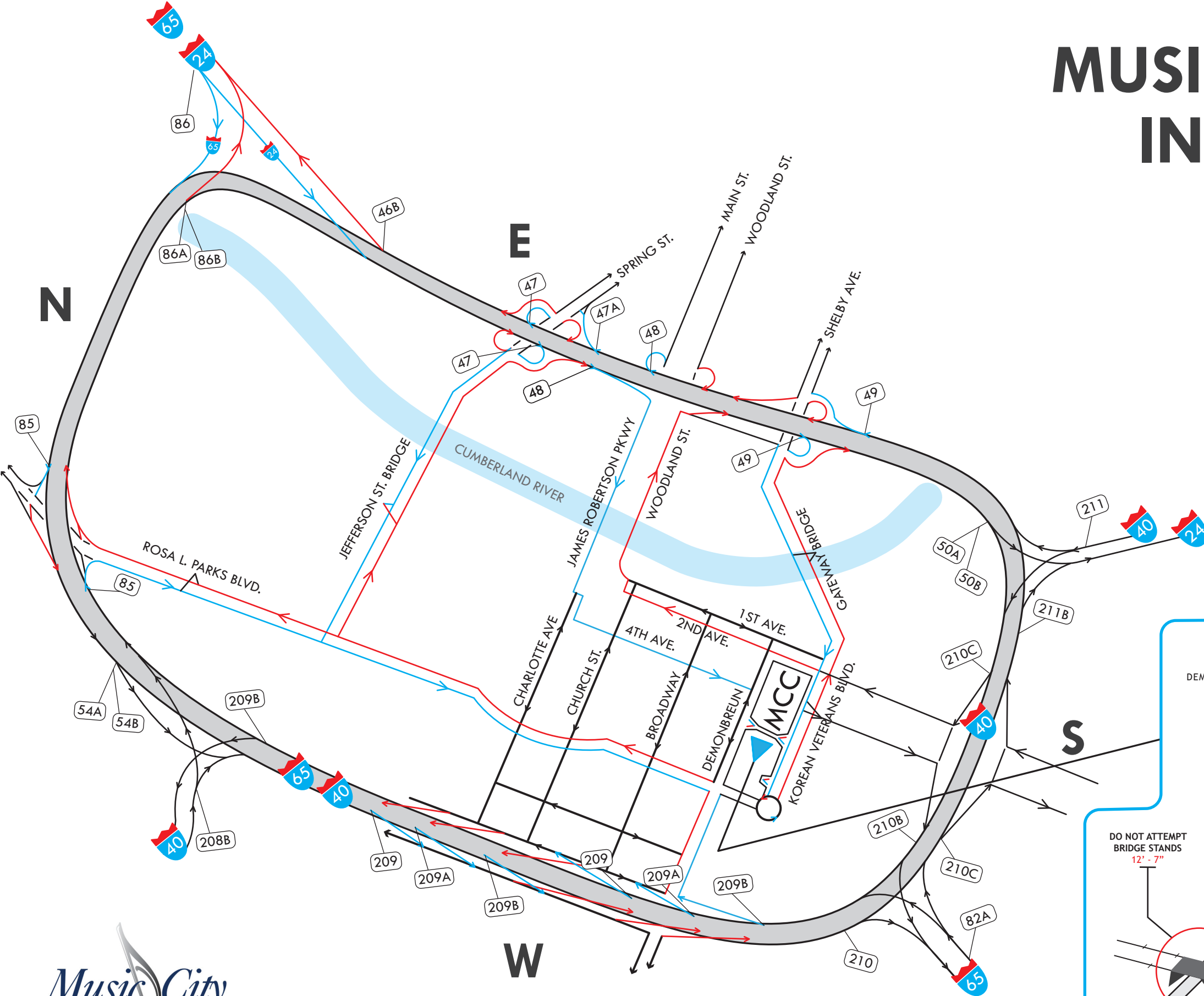
### DISMANTLE

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)
							<b>Total</b>	








CRAFT BREWERS 18 (443016)

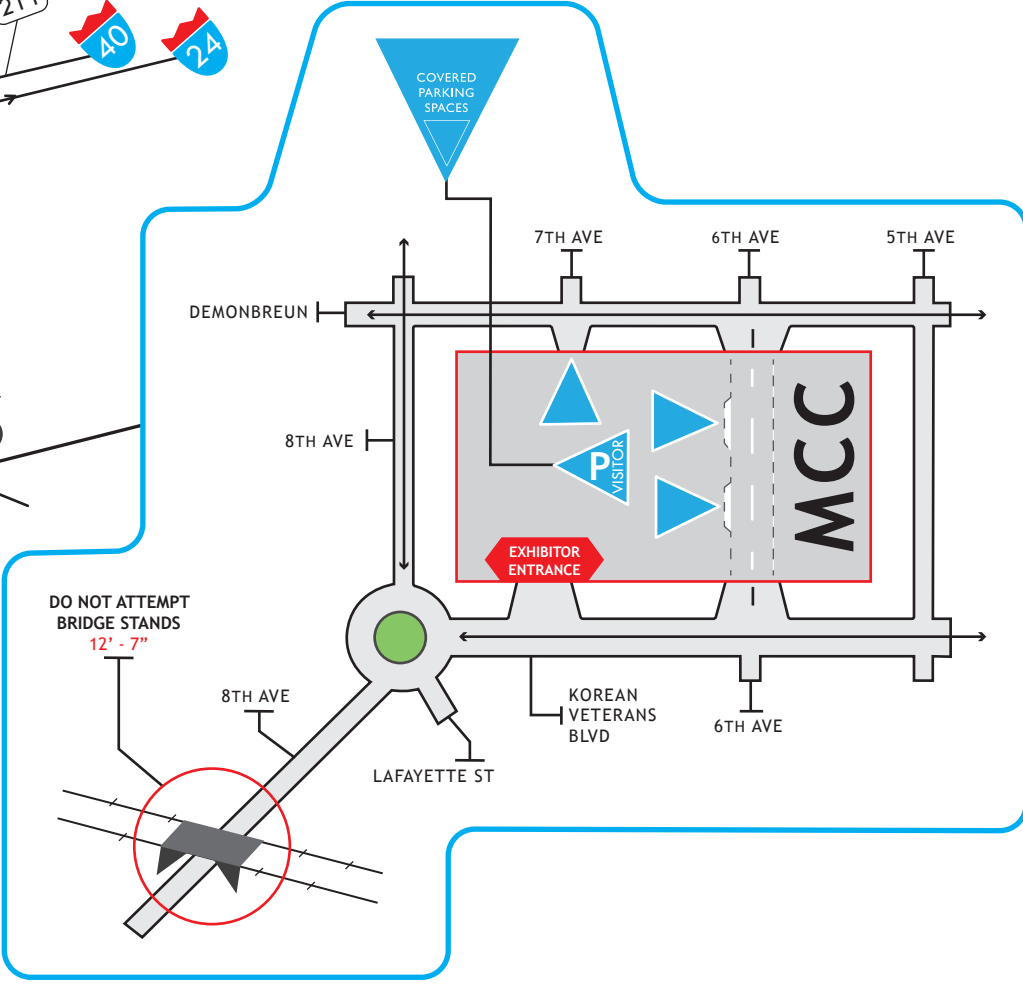
# FREEMAN forklift / rigging labor

# MUSIC CITY CENTER INTERSTATE MAP



### LEGEND

-  INTERSTATE ROUTE
-  EXIT #
-  TO MCC
-  FROM MCC
-  INTERSTATE/STREET RUNS BOTH WAYS
-  VISITOR PARKING ENTRANCE & EXIT
-  201 FIFTH AVE. SOUTH, NASHVILLE, TN





Music City Center Audiovisual  
 201 Fifth Avenue, South, Nashville, TN 37203  
 Phone: 615.401.1328; email: MCCA@nashvillemcc.com

DISPLAY EQUIPMENT	QTY	DAILY RATE	AUDIO EQUIPMENT	QTY	DAILY RATE
20" LCD Monitor		\$125.00	12 Input Mixer (4 Mic/4 Stereo)		\$100.00
24" LCD Monitor (16:9)		\$200.00	14 Input Mixer (6 Mic/4 Stereo)		\$110.00
32" LCD Monitor w/roll cart (16:9)		\$250.00	CD Player w/ Auto Repeat		\$65.00
42" LCD Monitor (16:9)*		\$350.00	Computer Audio Interface		\$20.00
47" LCD Monitor(16:9)*		\$400.00	Wired Mic (Handheld/Podium)		\$45.00
50" Monitor (16:9)*		\$475.00	Wired Mic (Lavalier)		\$45.00
60" Monitor (16:9)*		\$700.00	Wireless Mic (Handheld)		\$150.00
103" HD Plasma Monitor (16:9)		Please Call	Wireless Mic (Lavalier)		\$150.00
LED Display/Wall		Please Call	Wireless Mic (Headset)		\$200.00
*Price includes 6' floor stand and attached speakers			Small Sound System**		\$300.00
			Audio Patch		\$100.00

**Rigging Truss & Motor Rentals** Please Call **\*\*Price includes floor stand & 4-input mixer**

VIDEO/MISCELLANEOUS AV	QTY	DAILY RATE	SCREENS	QTY	DAILY RATE
Flipchart Package		\$50.00	5' x 7' Pull-up Screen		\$35.00
DVD Player w/ Auto Repeat		\$50.00	8' x 8' Tripod Screen		\$50.00
LCD Support Package		\$25.00	7.5' x 10' Front Screen w/ Dress Kit (4:3)		\$200.00
LCD Projector (4000 lumens)		\$400.00	9' x 12' Front Screen w/ Dress Kit (4:3)		\$250.00
LCD Projector (5000 lumens)		\$550.00	5.75' x 10' Front Screen w/ Dress Kit (16:9)		\$300.00
Laptop/Desktop Computer Package		Please Call	7.5' x 13' Front Screen w/ Dress Kit (16:9)		\$365.00

DELIVERY INFORMATION					ORDER TOTAL INFORMATION		
Show Name:					1 - Equipment Total		\$
Booth/Room #:					2 - Total Number of Show Days		
Delivery Date:	Time:	8a-12p	12p-3p	3p-6p	3 - Subtotal (line 1 x 2)		\$
Pick-Up Date:	Time:				4 - Sales Tax 9.50% (line 3 x .095)		\$
Onsite Contact:					5 - Delivery/Set-up Fee (25% of line 3. \$100min)		\$
Onsite Contact Cell #:					6 - Total Amount Due (line 3+4+5)		\$

**NOTES:**

COMPANY / CUSTOMER INFORMATION
Company Name:
Employee Name:
Phone:
Billing Address:
City, State, Zip:
Email Address:

**PAYMENT INFORMATION**

My signature below confirms my understanding of the following:

1. **Music City Center AV, (provided by LMG, Inc.)** accepts payment using major credit cards. There is a convenience fee associated with this service. **The convenience fee is 3%.** Convenience fee does not apply if payment is made in the form of electronic funds
2. I am aware that this form will be kept on file.
3. The signed charge slip may be used for payment of rental charge.
4. I agree to supply a copy of my credit card (front & back), and of my valid driver's license.  
*(Orders cannot be processed without copy of credit card and driver's license)*

Check Enclosed\*: \_\_\_\_\_ **(Please make payable to LMG, Inc.) \*Payment is due in advance of equipment delivery**  
 Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Cardholder: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**Additional Services :**

*This order form lists some of our basic audio visual equipment and services. If you do not see what you need on this form, please call (615-405-1325) for assistance. LMG maintains one of the largest inventories in the United States. LMG invests in a full line of high-end video, audio, lighting, and audio visual equipment to handle all your needs. Call an LMG representative today for a detailed quote for your next event.*

**Important Additional Information**

- ❖ Payment is due in advance via check or major credit card.
- ❖ Prices are based upon standard configurations or set-up's.
- ❖ Additional labor charge may apply for custom configurations.
- ❖ You will receive a faxed/emailed confirmation of your order.
- ❖ On site cancellations will result in a minimum one-day charge.
- ❖ You will be billed directly for any applicable house charges.

## TERMS & CONDITIONS

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**NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

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**RENTAL AGREEMENT** - All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that RENTER is renting LMG equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to LMG in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify LMG of any damage to the rental equipment, and RENTER hereby agrees to be billed for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other exhibiting parties other than the named RENTER without prior consent of LMG in each instance.

**CANCELLATIONS** - Cancellation of equipment rental and services must be received by the deadline date to avoid minimum charges on equipment. If equipment and services have been provided at time of cancellation, minimum charges will apply.

**PAYMENT TERMS** - Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LMG except where specifically identified as a sale. It is the RENTER'S responsibility to advise our Exhibit Service personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit.

If you are exempt from payment of sales tax, LMG requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless RENTER is rebilling these charges to its customers. For International exhibitors, LMG requires 100% prepayment of advance orders, and any orders and services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the **LAWS OF THE STATE OF TENNESSEE**. In the event of any dispute between the RENTER and LMG relative to any loss, damage, or claim, such RENTER shall not be entitled to and shall not withhold payment, or any partial payment, due to LMG for its services, as an offset against the amount of any alleged loss or damage. Any claims against LMG shall be considered a separate transaction, and shall be resolved on its own merits. LMG reserves the right to charge RENTER for the difference between the RENTER'S estimate of charges and the actual charges incurred by RENTER, or for any charges that LMG may be obligated to pay on behalf of RENTER, including without limitation, any shipping charges.

**UNPAID BALANCES** - Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in **Nashville Tennessee** 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 prepayment 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 LMG shall be either applied to reduce the principal unpaid balance or refunded to the payer.



## FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

The Music City Center has established the following provisions to allow for the distribution of sampled food and beverage items:

### GENERAL CONDITIONS:

- 1) The Catering Department of the Music City Center reserves the right to provide all cash and contracted service designated for on-site consumption.
- 2) Combination and/or preparation of company's/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception is deemed "catering."
- 3) Sample distribution must be limited to the exhibitor's booth area only.
- 4) Tennessee State Law prohibits the sampling of alcoholic beverage products by any person or business other than the licensee of the building.
- 5) The Music City Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- 6) The Music City Center must receive all sample request 30 days in advance of the show move in days for authorization.
- 7) Exhibitors at public conventions may sample foods under the following guidelines:
  - A) A maximum number of sampling booths may be set at the discretion of the Music City Center
  - B) The Music City Center maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the number of booths available for sampling within space held at the Music City Center.

### DEFINITIONS

<u>Sampling:</u>	The dispersing of a maximum two (2) ounce/volume food and/or two (2) fluid ounce beverage by the manufacturer, marketer or distributor of the item.
<u>Catering:</u>	The service of food and beverage for the nourishment and/or entertainment of any guest within the Music City Center.
<u>Booth Catering:</u>	The service of food and beverage used to entice delegates and guests to the booth. Products, which are not related to the event, remain the right of the Music City Center and must be provided by the Catering Department.
<u>Exhibitor Services:</u>	Services provided by the Catering Department to facilitate the sampling of products.

Any questions regarding the above provisions should be addressed to the Catering Sales Manager at (615) 401-1360. Please email this form back to your catering sales manager.

Please list your request, if you are unsure whether the above information is applicable to you or your organization.

**Name of Event:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Products you wish to dispense (including portion size)** \_\_\_\_\_

**Proposed method of dispensing and purpose for offering samples:**

---

**Approved:** \_\_\_\_\_  
**General Manager, Food & Beverage**

\_\_\_\_\_  
**Date**





**Music City Center**  
**Booth Catering Order Form**  
 Email: renae.droege@nashvillemcc.com

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

<b>Breakfast &amp; Break Items</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins or Assorted Danish (dozen)			38.00						am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			37.00						am / pm	am / pm
Ham & Cheese Croissants or Sausage Biscuits (dozen)			45.00						am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen)			32.00						am / pm	am / pm
Tortilla Chips & Salsa or Potato Chips & French Onion Dip (serves 25 ppl)			125.00						am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) & an (attendant required)			48.00						am / pm	am / pm
<b>Box Lunch Selections</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
<b>OPTION 1:</b> Roast Beef & Cheddar Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
<b>OPTION 2:</b> Ham & Swiss Cheese, Lettuce, Tomato on a wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
<b>OPTION 3:</b> Roasted Turkey with Swiss Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
<b>OPTION 4:</b> Grilled Market Vegetables, Olive Oil Infused served on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
<b>Refreshments and Beverages</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gallon)			60.00						am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			60.00						am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.00						am / pm	am / pm
Dasani Bottled Water (each)			3.75						am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00						am / pm	am / pm
Host House Cocktails **(per drink)			7.00						am / pm	am / pm
Host House Wine ** (per drink)			8.00						am / pm	am / pm
Host Imported Beer * (each)			7.00						am / pm	am / pm
Host Domestic Beer* (each)			6.00						am / pm	am / pm
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)			425.00						am / pm	am / pm
Import/Craft Beer by the 1/2 Keg* (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)			475.00						am / pm	am / pm
Bartender (4 hour minimum)			150.00						am / pm	am / pm

\*Bartender is Required @ \$150 minimum of 4 hour. additional hrs are \$40 per hr per bartender, \*\*Cocktails & Wine are subject to an additional 15% beverage tax.  
**Show management must approve all beverage on show floors**

<b>Deli Platters</b>	Quantity	Serves 10-15	Serves 20-25	Serves 35-40	Amount	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		90.00	150.00	240.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		120.00	200.00	320.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	250.00	400.00			am / pm	am / pm

<b>Other Options</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)			5.00						am / pm	am / pm
Keurig Machine, Water, and 1 dozen variety of (12) K-Cups			150.00						am / pm	am / pm
1 Dozen Variety of (12) K-Cups			36.00						am / pm	am / pm
Popcorn Machine*			175.00						am / pm	am / pm
Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, 200 bag minimum			2.50						am / pm	am / pm
Cookie Oven*			150.00						am / pm	am / pm
Booth Attendent (4 hour minimim)*			125.00						am / pm	am / pm
Water Cooler with 5 gallon water bottle			80.00						am / pm	am / pm
Additional 5 Gallon bottle of Water			35.00						am / pm	am / pm

\*Booth Attendent is Required @ \$125.00 minimim of 4 hours

**Client Initials:** \_\_\_\_\_

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST		
All orders must be received 72 hours in advance of delivery. Please add 22% Catering Service Fee, 9.25% Sales Tax and .25% Zone Fee. <b>ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE.</b>	Sub-Total:	
	Service Fee (22%)	
<b>Payment Authorization &amp; Fees:</b> Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS on page 2.</b>	Sales Tax 9.25%	
	Zone Fee .25%	
	<b>Total:</b>	
Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: <b>Centerplate</b>		
Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	Billing Zip: _____	
Credit Card Number: _____ - _____ - _____	Exp. Date: _____ - _____	CVC# _____
(Print) Card Name: _____ Signature: _____	Date: _____	
Revised July 2016      Mail To: Attn: Renae Droege, MCC 201 5th Avenue South, Nashville, TN 37203		

## Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

**The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility.** Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City Center.

**PAYMENTS:** **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a 15% additional charge.

**CANCELLATION:** Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

**The Music City Center does not provide serving tables or electrical for Booth Delivery Service.** Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

**15% Additional Charge** will be added to all orders received within 72 hours of delivery order date. **22% Catering Service Fee** will be added to all orders. **9.25% Sales Tax** will be added to all orders. **.25 Business Development Fee** will be added to all orders. Prices are subject to change without notice.

**Payment Authorization & Fees:** Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express as credit card payment options via mail or phone.

Date: \_\_\_\_\_ Client Initials: \_\_\_\_\_



# Music City Center

Electrical  
Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439  
Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____		Event Date: _____		Booth/Room: _____	
Company Name: _____		Ordered By: _____			
Address: _____		City, State, Zip: _____			
E-mail: _____		Phone: _____		Fax: _____	

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$85	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$95	\$125	\$
1001 - 1500 Watts (15 amps, single outlet)		\$105	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$120	\$175	\$
<b>Sub-Total Connections</b>		<b>Sub-Total:</b>		<b>\$</b>
<i>For 24 Hour Power, Add 50% to Connections</i>		<b>Add 50%</b>		<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>		<b>9.50%</b>		<b>\$</b>
<i>Special Placement Labor (1 hr)</i>		<i>See Labor Rate Schedule Below</i>		<b>\$</b>
<b>120V Standard Total</b>				<b>\$</b>

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
<b>Sub-Total Miscellaneous</b>		<b>Sub-Total:</b>		<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>		<b>9.50%</b>		<b>\$</b>
<b>Miscellaneous Total</b>				<b>\$</b>

**Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)**

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$165	\$260	\$
20 amps: <input type="checkbox"/> neutral required?		\$185	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$265	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$425	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
<b>Sub-Total Connections</b>		<b>Sub-Total:</b>		<b>\$</b>
<i>For 24 Hour Power, Add 50% to Connections</i>		<b>Add 50%</b>		<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>		<b>9.50%</b>		<b>\$</b>
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Single Phase Total</b>				<b>\$</b>

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$205	\$300	\$
20 amps: <input type="checkbox"/> neutral required?		\$225	\$335	\$
30 amps: <input type="checkbox"/> neutral required?		\$305	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$415	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
<b>Sub-Total Connections</b>		<b>Sub-Total:</b>		<b>\$</b>
<i>For 24 Hour Power, Add 50% to Connections</i>		<b>Add 50%</b>		<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>		<b>9.50%</b>		<b>\$</b>
Total Labor (2 x Connection Subtotal)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Three Phase Total</b>				<b>\$</b>

480V				
Please call Service Representative for Quote. 615-401-1440				
<small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<b>For 24 Hour Power, Add 50% to Connections</b>		<b>Add 50%</b>		<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>		<b>9.50%</b>		<b>\$</b>
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>480V Total</b>				<b>\$</b>

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
<b>TOTAL DUE:</b>	<b>\$</b>

HOURLY LABOR RATE SCHEDULE:		Advance Rate (if Rcvd 14 days prior)	Floor Order
<small>Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.</small>			
Monday - Friday: 8:00 a.m. - 5:00 p.m.		\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120
Holidays		\$120	\$150

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact <a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> for current order terms.</p>		MCC Use Only	
		Installed by _____ Date _____ Confirmation of orders provided upon request	
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		<b>Make check payable to:</b> <b>Music City Center</b>	
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ Exp. Date: _____ Card Name: _____ Signature: _____ Date: _____			
		<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	

# Music City Center Terms and Conditions of Electrical Services

## Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle  
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



Richards Convention Florist, LLC  
 d/b/a **TEASLEY'S CONVENTION FLORIST**  
 TAXPAYER ID # 20-8142614  
 1813 GOLF CLUB ROAD  
 OLD HICKORY, TN 37138  
 PHONE: (615) 876-3695 – FAX: (615) 876-9378  
 INFORMATION: leigh@conventionflorist.com  
 WEB: www.conventionflorist.com  
 Like us on Facebook

<u>QUANTITY</u>	<u>ITEM</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 60.00 to \$85.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)	\$ 85.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	\$ 25.00	_____
_____	BROMELIADS (As Available)	\$ 35.00	_____
_____	LARGE POTTED FERNS	\$ 35.00	_____
_____	18" TROPICAL PLANTS	\$ 32.50	_____
_____	2' TROPICAL PLANTS	\$ 37.50	_____
_____	3' TROPICAL PLANTS	\$ 47.50	_____
_____	4' TROPICAL PLANTS	\$ 57.50	_____
_____	5' TROPICAL PLANTS	\$ 67.50	_____
_____	6' TROPICAL PLANTS	\$ 77.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 97.50	_____
_____	SPECIALTY CONTAINERS & PLANTERS (Contact us for a quote)		_____
	DELIVERY CHARGE	<u>\$ 10.00</u>	_____
	SUB TOTAL		_____
	9.25 % SALES TAX		_____
	TOTAL		_____

Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from leigh@conventionflorist.com.

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: \_\_\_\_\_ SHOW SITE: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_ SHOW DATE: \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

CONTACT PERSON/PHONE: \_\_\_\_\_

FAX/E-MAIL: \_\_\_\_\_

●RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

●PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds. DIRECT BILL IS NOT A PAYMENT OPTION.
2. FULL PAYMENT MUST ACCOMPANY ORDER. Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize sales tax exemptions issued by other states. A federal 501 (C)<sub>3</sub> letter is acceptable sales tax documentation.

●METHOD OF PAYMENT

AMERICAN EXPRESS® \_\_\_ MASTERCARD® \_\_\_ VISA® \_\_\_ DISCOVER® \_\_\_ CHECK ENCLOSED \_\_\_ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ 3 or 4 DIGIT SECURITY CODE: \_\_\_\_\_

NAME AS SHOWN ON CARD: (Please Print) \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_  
 (If different from above)

BILLING ADDRESS LINE 2: \_\_\_\_\_

CARDHOLDERS SIGNATURE: (Required) \_\_\_\_\_





# Music City Center

## Rigging

Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Email: orderservices@nashvillemcc.com

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? (*power requires a separate electrical services order form)					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

Check here if you are requesting an exclusive crew.

Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Requested Removal Date/Time: \_\_\_\_\_ / \_\_\_\_\_

### Insert Drawing, Picture, or Rendering

(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote
--------------------------------	-----------------------------	-----------------------

<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	<p style="text-align:center"><b>Advanced Rate</b> (if paid 14 days prior to event)</p> <table border="1" style="width:100%"> <tr> <th colspan="2">Floor Order</th> </tr> <tr> <td>8 AM-5 PM Rigging Labor*</td> <td>\$69/hour \$90/hour</td> </tr> <tr> <td>5 PM-12 AM Rigging Labor*</td> <td>\$104/hour \$130/hour</td> </tr> <tr> <td>12 AM-8 AM Rigging Labor*</td> <td>\$138/hour \$180/hour</td> </tr> <tr> <td>Daily Lift Rental</td> <td>\$300/day</td> </tr> <tr> <td>Weekly Lift Rental</td> <td>\$900/week</td> </tr> </table> <p>*All rates include shackles, carabiners, rope, etc.        * Minimum crews are based on scope of work</p>	Floor Order		8 AM-5 PM Rigging Labor*	\$69/hour \$90/hour	5 PM-12 AM Rigging Labor*	\$104/hour \$130/hour	12 AM-8 AM Rigging Labor*	\$138/hour \$180/hour	Daily Lift Rental	\$300/day	Weekly Lift Rental	\$900/week	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">FOR OFFICE USE ONLY</div> <p style="text-align:center"><b>Advanced Rate</b> (if paid 14 days prior to event)</p> <table border="1" style="width:100%"> <tr> <th colspan="2">Floor Order</th> </tr> <tr> <td><b>Lift Rental:</b></td> <td></td> </tr> <tr> <td><b>Equipment Rental:</b></td> <td></td> </tr> <tr> <td><b>Sub-total:</b></td> <td></td> </tr> <tr> <td><b>Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</b></td> <td></td> </tr> <tr> <td><b>Hourly Labor:</b></td> <td></td> </tr> <tr> <td><b>Miscellaneous:</b></td> <td></td> </tr> <tr> <td><b>Maximum Quote Total:</b></td> <td></td> </tr> <tr> <td><b>Final Billing Amount:</b></td> <td></td> </tr> </table>	Floor Order		<b>Lift Rental:</b>		<b>Equipment Rental:</b>		<b>Sub-total:</b>		<b>Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</b>		<b>Hourly Labor:</b>		<b>Miscellaneous:</b>		<b>Maximum Quote Total:</b>		<b>Final Billing Amount:</b>	
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Quote Provided By _____ Date _____																																
Client Signature _____ Date _____																																

**Payment, Authorization & Fees:** Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

Company check or US Bank money order in the amount of \$ \_\_\_\_\_  
 Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Make check payable to:**  
**Music City Center**  
 MCC USE ONLY

Installed by \_\_\_\_\_ Date \_\_\_\_\_  
 Confirmation of orders provided upon request

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services.
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 5 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on a holiday will be billed at double time. (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- 16 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.
- 20 Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the [MCCRigging.com](http://MCCRigging.com), Resources page for additional details and information.



# Music City Center

## Natural Gas, Compressed Air, Water, & Drain Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com) or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$130	\$175	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$100	\$125	\$
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	\$

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_ Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.  
 Water line size: \_\_\_\_\_ Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection (Drain not included) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$125	\$150	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$60	\$90	\$
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	\$

Drain: (Price based on 1" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$95	\$115	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$45	\$65	\$
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	\$

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$225	\$
Each additional 1000 gallons <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$55	\$100	\$

Natural Gas: All Service provided overhead.	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
1/2" Connection (must order Labor as well)		\$395	\$495	\$
3/4" Connection (must order Labor as well)		\$730	\$830	\$
1" Connection (must order Labor as well)		\$1380	\$1480	\$

**Connections Sub-Total:** \$ \_\_\_\_\_

**Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY** 9.50% \$ \_\_\_\_\_

**Connections Total:** \$ \_\_\_\_\_

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate <small>(if received 14 days prior)</small>	Floor Rate	Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$60	\$75	\$
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120	\$
Holidays		\$120	\$150	\$
			<b>Labor Total:</b>	\$

**Note:** Exhibitors must furnish all necessary fittings to connect to 1/2", 3/4", or 1" female pipe thread for gas, air, and water connections.

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact <a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> for current order terms.</p>	<p><b>Total Due:</b> \$ _____</p> <p style="font-size: small; color: gray;">MCC USE ONLY</p>
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<p>Company check or US Bank money order in the amount of \$ _____</p>	<p><b>Make check payable to :</b> Music City Center</p>	<p>Installed by _____ Date _____ Confirmation of orders provided upon request</p>
<p>Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____          Credit Card Number: _____ - _____ - _____ Exp. Date: _____ Card          Name: _____ Signature: _____ Date: _____</p>	<p><b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor. Island Booth (Middle of Booth) Standard Booth (Back of Booth)</p>	

# Music City Center

## Terms and Conditions of Utility Services

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance of the first move-in day and may incur additional labor charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by MCC's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day.
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the MCC and shall be removed by MCC staff only at the close of show. A replacement fee will be charged to the exhibitor for any supplied equipment removed from the booth.
8. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
9. If Gas, Air and Water pressure is critical, MCC recommends that exhibitors arrange to have a pressure regulator installed. No guarantee can be made of minimum and maximum pressure.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.
12. A detailed booth drawing is required to ensure proper placement of ordered service.
13. Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for distribution to your booth and adjacent booths. Relocation of utilities already installed will require a new order at floor rates.
14. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's Office.
15. Any requirements over and above what is listed on this form should be attached and returned to MCC.
16. Service connectors, fittings, and regulators MUST be supplied by the exhibitor.
17. Payment in full must be rendered prior to service installation.
18. Credit will not be issued for service installed and not used.
- 19. Claims will not be considered unless filed by the exhibitor prior to close of show.**
20. Prices are subject to change without notice.
21. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The MCC offers Visa, MasterCard, Discover, & American Express as credit card payment options via mail or phone.
22. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

2017-2018



# Exhibitor Wi-Fi Information



## Exhibitor Broadband Self-Serve Wireless

- Speed:** Up to 1.5 Mb up and 1.5Mb Down
- Location:** Meeting Rooms / Exhibit Halls
- Usage:** Can be used for: Online demos, presentations, file downloads, interactive applications, basic browsing and email.
- Pricing:**
- |        |                     |
|--------|---------------------|
| 1 Day  | \$80.00 per device  |
| 3 Days | \$160.00 per device |
| 5 Days | \$239.99 per device |

## Connecting is simple:

When in the Music City Center Meeting Rooms or Exhibit Hall Concourse, just turn on your computer (or PDA), select “MCC-Exhibitor” from the available wireless networks and open the Internet browser.

## Login Guide:

The splash page should then appear (see example to the left) with fields to choose your level of service. You will then register, enter credit card information, accept Terms of Service, print you receipt and be presented back to login page to login.

## Your Login:

Use your email address as your Login.

## Technical Assistance:

Paid wireless customer service is provided in house from our Technology department which can be reach via the Technology Hotline at 615.401.1479.

**Free Public Wi-Fi is available in Public space in the building, EXCLUDING all Meeting Rooms and Exhibit Halls.**





**Music City Center  
Communications and Technology  
Service Order Form**

Phone: 615-401-1440/ Fax: 615-401-1439  
Email: orderservices@nashvillemcc.com

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

**WIFI ACCESS**

The Music City Center offers free WIFI in the public space, full building WIFI access can be purchased through our self service portal on-site.  
Connect your device to "MCC WIFI" and follow the on screen instructions.

Internet Service	Internet Services	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Internet Service	<b>BRONZE INTERNET PACKAGE</b> Shared bandwidth up to 1.5 Mbps Recommended usage: * Light Web Surfing/Email ** NO Wireless or Wired ROUTERS **		\$ 675.00	\$ 900.00	
	<b>GOLD INTERNET PACKAGE</b> Shared bandwidth up to 10 Mbps Required for: Cyber Cafe (wired)/Social Media Feeds/Multimedia Downloads/Uploads ** NO Wired or Wireless ROUTERS **		\$ 900.00	\$ 1,170.00	
	Additional Devices for Gold Service		\$ 140.00	\$ 200.00	
	<b>PLATINUM INTERNET PACKAGE</b> Connection speeds from 3-10 Mbps or more Required for: Audio/Visual HD Streaming/Interactive Presentation/Demonstration/Accessing Remote Resources/Web Casting ** ROUTERS ALLOWED **				
	Dedicated Internet Service (3 Mbps)		\$ 3,025.00	\$ 4,325.00	
	Dedicated Internet Service (6 Mbps)		\$ 4,950.00	\$ 6,930.00	
	Dedicated Internet Service (10 Mbps)		\$ 6,750.00	\$ 9,450.00	
	Additional Devices for Platinum Service		\$ 140.00	\$ 200.00	
Add'l Services	<b>Additional Services:</b>				
	Fiber Optic Cable Dry Pair		\$ 800.00	\$ 800.00	
	Co-Location(s) Per Device		\$ 500.00	\$ 500.00	
	VLAN Setup and Configuration		\$ 2,500.00	\$ 2,500.00	
	Internal Networking - Room to room, per connection		\$ 250.00	\$ 350.00	
	Network Switch (Tech labor required)		\$ 150.00	\$ 200.00	
	Tech Support/Labor (per hour)		\$ 70.00	\$ 75.00	
<b>Internet Services &amp; Labor Total:</b>					

Telephone Service	Telephone Services (Includes 1 cable drop with an RJ11 jack for the duration of the show):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount	
Telephone Service	Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$ 230.00	\$ 300.00		
	Voice Mail (requires a digital multi line phone set)		\$ 50.00	\$ 75.00		
	Optional Telephone Services - Digital Multi-line Phone Set		\$ 55.00	\$ 75.00		
	Optional Telephone Services - Polycom Conference Speakerphone		\$ 105.00	\$ 150.00		
	Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges.	Yes			No	
	ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695		
<b>Long Distance:</b>			Usage Rate	<b>Amount</b>		
Total Long Distance Charges (per minute Domestic / per minute Int'l.)			\$0.50 / \$3.00			
<b>Telephone &amp; Equipment Sub-Total:</b>						

Miscellaneous	Miscellaneous Equipment Rental (Does NOT include power):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Miscellaneous	Desktop Computer with 17" Flat Panel Monitor for duration of show		\$ 305.00	\$ 400.00	
	Laptop Computer		\$ 350.00	\$ 425.00	
	21" Flat Panel Monitor		\$ 225.00	\$ 250.00	
	Fax Machine		\$ 100.00	\$ 110.00	
	Printer		\$ 125.00	\$ 150.00	
	<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment &amp; Services ONLY</b>				<b>9.50%</b>
<b>Telephone &amp; Equipment Total:</b>					

<b>Comments:</b>	<b>Total Due:</b>
<p><b>Payment, Authorization &amp; Fees:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS on page 2.</b></p>	
<p><b>MCC USE ONLY</b></p> <p>Installed by _____ Date _____ Confirmation of orders provided upon request</p>	
<p><input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____</p> <p align="center"><b>Make check payable to: Music City Center</b></p>	
<p><input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ Exp Date: _____</p>	
<p>Name on Card: _____ Signature: _____ Date: _____</p>	
<p><b>Service Placement</b></p> <p>For special placement, please fax a drawing and add 1 hour labor.</p> <p><input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)</p>	

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**

**Read Terms & Conditions**

# Music City Center Terms and Conditions

## COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.

BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

- 1. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3. UNLESS OTHERWISE DIRECTED**, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds** in full will be granted (except on special order items\*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service issues** must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. **F: Internet speeds** are not guaranteed. **G: Power** must be ordered separately. **Price does NOT include power.**
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will** be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long** distance telephone service providers for voice services will be MCC's selected provider(s). **E. MCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
- 7. MCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service is** 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be issued one** user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. MCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. MCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by MCC without prior authorization. **C. At no time**, while connected to the MCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
- 12. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 13. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
- 14. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17. PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
- 18. PAYMENT AUTHORIZATION & FEES:** Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
- 19. CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

*The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.*

Lead Retrieval Order Form

Discount Deadline: **FRIDAY, APRIL 9, 2018**

**CHOOSE YOUR UNIT(S)**



**Mobile Plus™**

- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Real-Time Online Lead Management
- Extended Life Battery
- Custom Qualifiers Included - **\$55 savings!**

**\$359.00** (Before 4/9/2018) **\$409.00** (Show Rate)

**OPTIONAL SERVICES**



**Z Printer Plus™**

(Discount) (Show Rate)

**\$75.00**

**\$95.00**

**Custom Survey \$60.00**

**\$80.00**

**Sub-Total=** \_\_\_\_\_



**iPad® Mini Plus™**

- **NO NETWORK CONNECTION NECESSARY**
- LeadsPlus™ enabled Hardware is Included
- Scan Barcode to Capture Lead
- Standard / Custom Qualifiers & Note Taking Capabilities Included
- Real-Time Online Lead Management
- \*Uploads Leads Automatically when (devices) have internet connectivity

**\$449.00** (Before 4/9/2018) **\$499.00** (Show Rate)

**Sub-Total=** \_\_\_\_\_



**LeadsPlus™ App**

- **NO NETWORK CONNECTION NECESSARY**
- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- Real-Time Online Lead Management
- \*Uploads Leads Automatically with internet connectivity

**\$359.00** First License  **\$99.00** Additional License

OR

**APP BUNDLE OPTIONS**

**3 Pack Bundle**  **\$499.00** \_\_\_\_\_

**6 Pack Bundle**  **\$799.00** \_\_\_\_\_

**10 Pack Bundle**  **\$999.00** \_\_\_\_\_

**Sub-Total=** \_\_\_\_\_

**NEED ASSISTANCE SETTING UP?**

**Delivery & Setup**

OPTIONAL \*Applies to ATS hardware only, not app

**\$65.00** (Before 4/9/2018) **\$85.00** (Show Rate)

**ADD IT UP**

Total Due (in US funds) = \$ \_\_\_\_\_

COMPANY \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

EMAIL This email will be sent receipt and all information for this order - including login credentials to access leads \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP, COUNTRY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_ ONSITE CELL PHONE \_\_\_\_\_

[Click HERE to Order Online.](#)

Questions? Please call: **985-809-0600, ext. #777**

**ORDERING OPTIONS**

OR Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com)

Username: **CBC2018**

Password: **2318**

Email Orders to: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

Fax: **985-809-1888**

Mail Checks to: **ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471**

**Payment Authorization Form**

\*A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.

BOOTH NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**Choose Payment Method:**

**To Pay By Credit Card**

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

**To Pay By Company Check (Security Deposit Required\*)**

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

**To Pay By Wire Transfer (Security Deposit Required\*)**

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

**Credit Card Details \*Required For All Orders**

<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Use As Security Deposit Only
<input type="checkbox"/>	Cardholder Name: _____	
<input type="checkbox"/>	Expiration Date: _____ / _____ Security Code: _____	
	Cardholder Signature: _____	

**Terms & Conditions**

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.  
 Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.  
 All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.  
 A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.  
 Checks are due in the office ten (10) days prior to show start.

**Click HERE to Order Online.**  
 OR Visit us at:  
[www.american-tradeshow.com](http://www.american-tradeshow.com)  
 Username: **CBC2018**  
 Password: **2318**  
 EMAIL ORDERS TO:  
[orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)  
 FAX:  
**985-809-1888**  
 SEND CHECKS TO:  
**American Tradeshow Services**  
**ATTN: Exhibitor Services**  
**217 General Patton Avenue**  
**Mandeville, LA 70471**  
 QUESTIONS?  
 Call 985-809-0600, ext. #777



# Music City Center Booth Security Guard

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Order Request information:**

Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		\$20.00	\$35.00	\$
Supervisor (Quantity = total hours)		\$25.00	\$38.00	\$
Metro Police Officers (Quantity = total hours)		\$49.00	\$68.00	\$

**Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.**

**Additional Terms:** 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

**Total Due: \$**

**Post Instructions:**

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

**For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.**

**Payment, Authorization & Fees:** *Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.*

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____  <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____  Credit Card Number: _____ - _____ - _____ - _____ Exp Date: _____ / _____  Card Name: _____ Signature: _____ Date: _____	<b>Make check payable to:</b> <b>Music City Center</b> MCC Use Only
	Installed by _____ Date _____
	Confirmation of orders provided upon request.

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**