2013 IEEE Communications Society GLOBECOM Expo
9-13 December 2013
Atlanta Hilton Hotel & Towers
Atlanta, GA USA

CONTENTS

General Information
Exhibit Hours
Booth Package/Facility Information
Drayage
Contacts
Official Service Contractor
Insurance Claims
Live Music/Sound Reproduction
Gratuities
Food & Beverage
Security
Hotel Accommodations

2013 IEEE Communications Society GLOBECOM Expo Rules

Forms
Exhibitor Registration Form
Description form for program book
Service Contractor Forms
GENERAL INFORMATION

LOCATION: Galleria Exhibit Hall of the Atlanta Hilton Hotel & Towers

IEEE Communications Society GLOBECOM 2013 EXHIBIT SCHEDULE

EXHIBITOR SCHEDULE

EXHIBITOR SCHEDULE (Breaks are scheduled and are subject to change based on final schedule)

Exhibitor Move-In: Monday, December 9  12:00 noon – 5:00 p.m.

SHOW HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, December 9</td>
<td>7:30 p.m. - 10:00 p.m.</td>
<td>Reception</td>
</tr>
<tr>
<td>Tuesday, December 10</td>
<td>9:30 a.m. - 5:00 p.m.</td>
<td>Coffee Break in Exhibit Hall</td>
</tr>
<tr>
<td></td>
<td>11:00 a.m. - 11:30 a.m.</td>
<td>Coffee Break in Exhibit Hall</td>
</tr>
<tr>
<td>Wednesday, December 11</td>
<td>4:00 p.m. - 4:30 p.m.</td>
<td>Coffee Break in Exhibit Hall</td>
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<tr>
<td>Thursday, December 12</td>
<td>9:30 a.m. - 4:30 p.m.</td>
<td>Coffee Break in Exhibit Hall</td>
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<td>4:00 p.m. - 4:30 p.m.</td>
<td>Coffee Break in Exhibit Hall</td>
</tr>
</tbody>
</table>

MOVE-OUT:

Thursday, December 12  4:30 p.m. - 8:00 p.m.

Exhibitor Move-In

It is important that you be in the hall early to check your orders and to correct any problems that might occur with drayage, signage, etc. **All set-up must be completed by 5:00 p.m. Monday, December 9. If you have not started set-up on your booth by 3:30 p.m., your booth will be set for you at your own expense, resold or eliminated.**

ADMISSION TO EXHIBIT:

Exhibitors will be allowed to remain in the hall one (1) hour after the exhibit closes and may enter the hall one (1) hour before the exhibit opens. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don't leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

MOVE-OUT:

Dismantling of your booth may not begin before 4:30 p.m., Thursday, December 12. Exhibits must be removed by 8:00 p.m. Thursday, December 12, from the Exhibit Hall. Please do not leave your booth unattended at any time before your materials are completely packed and ready to ship. Please contact someone at the Freeman Service Desk for shipping information and a bill of lading.

BOOTH PACKAGE AND FACILITY INFORMATION

The exhibit will be held in the Galleria Exhibit Hall of the Atlanta Hilton Hotel & Towers. Please be mindful that the Galleria Exhibit Hall is carpeted.

Booth Package

The following items are included for your space rental fee:

- Carpeled display space (the Galleria Exhibit Hall is carpeted)
- 8’ high draped back wall and 36” high draped side rails
- Company identification sign—7” x 44”
- General lighting and heating/air conditioning.
- General perimeter security
Please note that tables and chairs are not included in the booth package and should be ordered from the service contractor.

Each 10’X 10’ booth (minimum booth size) will include back and side drape and one 7” X 44” identification sign. The official show color is red for the drape. No other drape colors will be allowed for the back and side drapes. The height restriction for standard, inline booths is 8 feet; for perimeter wall booths, it is 12 feet and for island booths, it is 16 feet.

**DRAYAGE**

Please pay close attention to the Shipping and Drayage forms in the service contractor’s order forms section of this manual. Exhibitors are strongly urged to ship all freight to arrive at the warehouse no later than Monday, December 2nd by 4:00 p.m. CST. Please use the following address and label format when shipping to the warehouse:

**TO:** (Name of Exhibiting Company & Booth Number)  
IEEE GLOBECOM Expo  
Freeman  
841 Joseph E. Lowery Blvd NW  
Atlanta, GA  30318

The warehouse hours are 8:00 a.m.-- 4:00 p.m. EST, Monday – Friday.

The Atlanta Hilton Hotel CANNOT accept exhibit freight prior to Monday, December 9. If you will be shipping your freight to the Atlanta Hilton Hotel, you must consign the freight to Freeman or delivery will be refused (see shipping instructions). Please use the following address and label format:

**TO:** (Name of Exhibiting Company and Booth Number)  
IEEE GLOBECOM Expo  
c/o Freeman  
255 Courtland Street, NE  
Atlanta, GA  30303

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

**IMPORTANT CONTACTS**

Show Management/On-Site Contacts  
Susan Blevins  
Set Up Success, Inc.  
+1-404-433-7989- Office  
sblevins@setupsuccess.com

Exhibit Facility – Atlanta Hilton Hotel & Towers  
Jason Means  
Atlanta Hilton Hotel  
255 Courtland Street, NE  
Atlanta, GA 30303  
404-221-6816  
jason.means@hilton.com

Service Contractor - Freeman  
Exhibitor Services  
Freeman  
404-253-6494  
FreemanAtlantaES@freemanco.com
OFFICIAL SERVICE CONTRACTOR
Freeman is the official service contractor for the 2013 IEEE Communications Society GLOBECOM Expo. Freeman must do all on-site drayage and material handling.

INSURANCE CLAIMS
All exhibitors are strongly urged to secure their own insurance pursuant to exhibit damage, personal injury, fire, theft, etc. IEEE Communications Society assumes NO responsibility whatsoever pursuant to such insurance claims. If, however, visible damage to an exhibit results from the witnessed negligence by drayage or facility personnel, the exhibitor is directed to coordinate subsequent settlement action with the appropriate contacts as listed herein.

LIVE MUSIC/SOUND REPRODUCTION
Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside of the exhibit hall (i.e., hospitality suites, special events sales meetings). For example, if your company hosts an evening event in a hotel ballroom and you hire a harp player to play background music, you are required by law to have a music license agreement, contact both ASCAP 1-800-505-4052 and BMI 1-800-925-8451. If you play music and decide not to enter into a license agreement, you may be liable for copyright infringement. Please consult your legal counsel for advice on your company’s liability.

FOOD & BEVERAGE
The Atlanta Hilton Hotel & Towers is the sole provider of food & beverage. No one is allowed to bring food or beverage products onto the premises to be sold, given away, or used without the consent of the Atlanta Hilton Hotel & Towers.

SECURITY
IEEE Communications Society will provide security guard service for the show period, but neither IEEE Communications Society, the contracted security company nor their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provisions for the safeguarding of his goods, material, equipment, and display at all times.

HOTEL ACCOMMODATIONS
IEEE Communications Society GLOBECOM 2013 conference has selected the Atlanta Hilton and Towers as its headquarters hotel. The hotel is located in the heart of downtown Atlanta.

Atlanta Hilton Hotel and Towers
255 Courtland Street, NW
Atlanta, GA 30303
877-667-7210
Room Rate: $139.00/Single and Double

Reservations must be made no later than November 4, 2013 at 5:00pm (Eastern Standard Time)

The Hilton Atlanta is just 15 minutes from the Hartsfield-Jackson International Airport and close to all the things that make Atlanta fabulous. Here, convenience and excitement go hand in hand. Nearby Atlanta attractions include:

• Georgia World Congress Center
• Georgia Aquarium
• World of Coca-Cola Museum
• CNN Center
• Centennial Park
• Philips Arena
• Atlanta Civic Center
• Martin Luther King Center
• Fox Theatre
• High Museum of Art

IMPORTANT NOTICE
The IEEE Communications Society GLOBECOM 2013 has a contractual obligation to fill a guaranteed block of rooms at the. Significant financial penalties will be assessed should IEEE Communications Society GLOBECOM 2013 fall short of the expected number of guest rooms’ attendee. By staying at the conference hotel, you will enjoy the convenience of residing at the conference venue and to a far greater extent provide valued assistance in support of IEEE ComSoc’s financial obligations.
Please mention the IEEE Communications Society GLOBECOM 2013 Conference when making reservations.

Airport/Ground Transportation
From the Airport to the Atlanta Hilton is approximately 15-20 minutes

Taxis to downtown Atlanta
$30.00 per person ($2.00 for each additional passenger)

Shuttle Service
The Atlanta Airport Shuttle Service has shuttle service to and from the Hartsfield-Jackson Atlanta International Airport, Downtown, and Midtown
The rates for the Atlanta Airport Shuttle Service from the airport are as follows: To downtown $16.50/round trip $29.00. For additional information on shuttle service [http://www.taass.net/index-1.html](http://www.taass.net/index-1.html) or call 404 941-3440.

MARTA - TRAIN
MARTA's airport station is attached to the Airport, right off baggage claim. One way fares are only $2.50 and within 20 minutes, you can be downtown). If you take MARTA from the Airport, you will need to get off at the Peachtree Station to access the Atlanta Hilton. For additional information [http://www.itsmarta.com/airport.aspx](http://www.itsmarta.com/airport.aspx).
1. **Sponsor.**
The word “Sponsor” as used herein shall mean IEEE ComSoc (“IEEE COMMUNICATIONS SOCIETY”). In all matters pertaining to the exhibit, the actions of the Sponsor shall be taken by IEEE COMMUNICATIONS SOCIETY Show Management whose decisions shall be final and binding on all parties.

2. **Eligible Exhibits.**
IEEE COMMUNICATIONS SOCIETY Exhibits are by definition educational events. These events are intended to update communications industry personnel with the latest technological developments through exhibits and technical panels. Exhibitors are limited to organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. IEEE has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

3. **Appearance.**
Displaying an unfinished surface to neighboring booths will not be permitted and the offending exhibitor will be responsible for masking off unsightly areas at their own expense.

4. **Booth Location.**
The exhibitor shall accept such modifications in position and area as circumstances may call for. Possible complaints regarding the allocated exhibit booth are to be lodged before the space is occupied.

5. **Cancellation or Change of Venue by Sponsor.**
In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause for causes not reasonably within the control of IEEE Communications Society or its agents, the Exposition may be canceled or moved to another venue, at the sole discretion of IEEE Communications Society. IEEE Communications Society shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IEEE Communications Society.

6. **Limitation of Liability.**
The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, its members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to exhibitors or exhibitor's employees, agents or invitee while in the exhibition facility. Fire and theft insurance, if so desired, should be taken out by each exhibitor at his own expense.

7. **Defacing of Building.**
Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. See the facility rules and regulations.

8. **Removal of Goods.**
Goods on exhibition may not be removed during the exhibition except by special permission of the Sponsor. Hours and dates for dismantling shall be specified by IEEE Communications Society. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by IEEE Communications Society.

9. **Display Dimensions.**
Maximum exhibit height for booths is 12 feet (2.44m). All display fixtures and equipment over 4 feet (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet (1.52m) from the aisle line (refer to Diagram A for a standard booth).

10. **DVD Players/Sound devices.**
Sound of any kind must not be projected outside the confines of the exhibit booth. If sound is determined by Show Management to project into the aisle or another booth, the exhibitor will not be allowed further use of the sound projection device. If DVD players / Monitors are used, all viewers (exhibit attendees) must be within the booth and not in the aisle.

11. **Music Licensing.**
Any exhibitor playing music must have entered into a Music License Agreement with the American Society Composers, Authors, & Publishers (ASCAP) and Broadcast Music Incorporated (BMI). These two organizations license the performing rights to most of the copyrighted music played in the U.S. today. The Sponsor is not responsible for any licensing fees for music played in exhibitor’s booth. Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside the exhibit hall (i.e., hospitality suites, special events, etc.).

12. Congestion of aisle traffic.
Aisles must not be obstructed at any time. Exhibitors may not conduct any activity that leads to congestion or obstruction of aisles.

13. Photography.
An exhibitor may not photograph or videotape the exhibits or products of other exhibitors without that exhibitor’s approval.

The exhibitor agrees that his exhibit shall be admitted and shall remain during show days solely on strict right of sponsor to reject, eject or prohibit any exhibit in whole or in part. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

15. Use of IEEE COMMUNICATIONS SOCIETY’s Logo.
Exhibitors may use the IEEE Communications Society show logo to promote their participation in the show.

Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold IEEE Communications Society harmless from and against any and all claims and expenses, including attorneys’ fees and litigation expenses, that may be incurred by or asserted against IEEE Communications Society, its officers, directors, agents or employees on the basis of Exhibitor’s breach of this paragraph or non-compliance with any of the provisions of the ADA.

17. Exhibitor Representatives Responsibility.
Each exhibitor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company’s product or services. All booths must be manned during stated exhibit hours.

Exhibitor agrees to indemnify IEEE Communications Society, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitors’ agents, employees, or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

18. Character of Displays.
Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Decals or stickers with pressure sensitive adhesives are prohibited. Noise makers or anything not in keeping with the technical character and high standards of the Sponsor may not be distributed or utilized by any exhibitor in the exhibit area. No demonstrations or solicitations shall be permitted outside of the Exhibitor’s assigned space, and no signs, banners, company or product logos, or placards may be displayed on persons or otherwise outside exhibit spaces.

Exhibitors must comply with union work rules where applicable.

20. Attendance.
The Sponsor shall have sole control over attendance policies at all times.

Unless otherwise consented to in advance by the Sponsor, exhibitors may not sublet their space without the expressed written consent of the Sponsor, and each sublessor must contract with and be approved by the Sponsor.
Exhibitors may not sublet their space for an amount in excess of the square footage amount charged by the Sponsor.

22. Fire & Safety Laws.
Federal, state and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking in exhibits may be forbidden. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Smoke alarms and ABC-type fire extinguisher will be required in two-story ("double-decker") booths.

23. Occupancy/Occupancy Default.
The exhibitor may not occupy the exhibit until the rent is paid in full. The exhibitor must occupy his booth during stated show hours. Any exhibit that is dismantled and/or unoccupied prior to the official closing of the show shall be subject to expulsion from other IEEE Communications Society shows.

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by IEEE Communications Society, and re-allocated or reassigned for such purposes or use IEEE Communications Society may see fit.

24. Failure to Hold Exhibit.
In the event the exhibit is not held for any reason, the Sponsor may retain such part of exhibitor's rental that is required to recompense the Sponsor for expenses incurred up to the time such contingency shall have occurred. IEEE Communications Society shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes beyond the control of IEEE Communications Society. Causes for such action shall include, but not be limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment of lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, or act of God. Should IEEE Communications Society terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom.

25. Exhibit Removal.
Objects that have been left behind in the exhibit space after the last date for removal stated in the contract may be removed by the Sponsor on the responsibility and at the expense of the exhibitor.

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

27. Alcoholic Beverages.
The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of IEEE.

28. Compliance with Laws.
Exhibitors must comply with all laws, rules, regulations and ordinances in force.

29. Solicitation of Gratuities.
Under no circumstances will the solicitation of gratuities by service personnel for special favors or services be tolerated by the Sponsor. Nor, shall the solicitation by exhibitors of service personnel for special favors or services be tolerated by the Sponsor. All Exhibitors will have all necessary services rendered equally as provided for in the Exhibitor Service Manual. All forms, payments, and procedures must be adhered to at all times.

30. Cancellation of Exhibit Space.
If an exhibitor cancels or reduces space at any time before July 30, 2013, 50% of any payments made on the space canceled or the portion reduced up until that point in time is refundable. A reduction of exhibit space shall be looked upon as a cancellation of existing space and exhibitor will be relocated based on the judgment of Show Management. Notices of such cancellation/reductions of space must be made in writing and received via registered or certified mail. If an exhibitor cancels/reduces space after July 30, 2013, it is mutually agreed that the exhibitor will not be entitled to any refund. In the event of a full or partial cancellation of space by an exhibitor, IEEE Communications Society reserves the right to reassign canceled booth space, regardless of the cancellation
assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment.

31. **Violation of above rules.**
Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the forgoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by IEEE Communications Society. If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future IEEE Communications Society events.

32. **Amendment to Rules.**
Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. These rules and regulations may be amended at any time by the Sponsor and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.
Please supply a 100-150 word or less description of WHAT you will exhibit at the 2013 IEEE Communications Society GLOBECOM Expo, along with your logo (if you haven’t already provided it). This will be used in the Program Book. The description must be legible and IEEE Communications Society reserves the right to edit. You may send to Susan Blevins at sblevins@setupsuccess.com or fax to +1-678-935-2310.

The following will be used in the 2013 IEEE Communications Society GLOBECOM program guide. Please keep legible.

<table>
<thead>
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<th>Company Name:</th>
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<tbody>
<tr>
<td>Booth Number:</td>
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<tr>
<td>Web Site Address:</td>
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<tr>
<td>150 Word or less Description:</td>
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</tbody>
</table>
SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high red back drape, 3’ high red side dividers and a 7” x 44” one line identification sign.

EXHIBIT HALL CARPET
The Hilton Atlanta is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by November 14, 2013.

SHOW SCHEDULE

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday  December 09, 2013</td>
<td>12:00 PM - 5:00 PM</td>
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</tbody>
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EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Thursday December 12, 2013</td>
<td>4:30 PM - 8:00 PM</td>
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</table>

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, December 12, 2013 at 8:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, December 12, 2013 at 6:00 PM.

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

FREEMAN
841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 fax (469) 621-5610
FreemanAtlantaES@freemanco.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by November 14, 2013. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link in the top right corner to create a new account.
To access Freeman Online® without using the email link, visit www.freemanco.com/store and click the "Login" link in the top right corner. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
IEEE GLOBECOM EXPO
C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

Freeman will accept crated, boxed or skidded materials beginning Thursday, November 07, 2013, at the above address. Material arriving after December 02, 2013 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 - 4:00 PM.

Please call Freeman for show site shipping information.

Freeman will receive shipments at the exhibit facility beginning Monday, December 09, 2013. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.
ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (404) 253-6494.

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 (404) 253-6494 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by November 14, 2013.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman's Exhibitor Services department at (404) 253-6494 with any questions or needs you may have.
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.
NAME OF SHOW: IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

COMPANY NAME:  

ADDRESS:  

SIGNATURE: PRINT NAME:  

CONTACT'S E-MAIL:  

E-MAIL FOR INVOICE:  

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

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

METHOD OF PAYMENT

☐ 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.)

☐ CREDIT/DEBIT CARD

☐ BANK TRANSFER
Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593  ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N  ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#:1110000012  ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA  

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

ENTER TOTALS HERE

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

- Orders received without payment or after the discount price deadline date will be charged at the standard price.

- Copies of invoices may be picked up from the Service Desk prior to show closing.

- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK

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

http://feedback.freemanco.com/?304815

05/10 (304815)
IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS
- MASTERCARD
- VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (304815)
## FURNISHINGS

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### TABLES

### Pedestal Tables - SoHo Series

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### Pedestal Tables - Chelsea Series - Butcher Block Top

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**TOTAL COST**

- **Sub-Total**: 
- **8% Tax**: 
- **Total Cost**: 

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.
### NAME OF SHOW: IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

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### CASUAL SEATING

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# Casual Seating (continued)

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NAME OF SHOW: IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

COMPANY NAME: 

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TOTAL COST

Sub-Total + 8% Tax = Total Cost

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

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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHAMPOOING (per sq ft - 100 sq ft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTER SERVICE (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (# days)</td>
</tr>
<tr>
<td>---------------</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

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

_______ 620500 Exhibit Area / Under 500 sq.ft. ......................... 89.00 124.60
_______ 6201500 Exhibit Area / 501 - 1,500 sq. ft. ................... 124.70 174.60
_______ 6202500 Exhibit Area / 1,501 - 2,500 sq. ft. ............... 157.35 220.30
_______ 6203500 Exhibit Area / Over 2,500 sq.ft. ..................... Call for Quote

TOTAL COST

Sub-Total + N/A %Tax = Total Cost
NAME OF SHOW: IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10' x 10'</td>
<td>2,400.95</td>
<td>10' x 20'</td>
<td>4,801.90</td>
</tr>
<tr>
<td>2</td>
<td>10' x 10'</td>
<td>1,558.75</td>
<td>10' x 20'</td>
<td>3,117.50</td>
</tr>
<tr>
<td>3</td>
<td>10' x 10'</td>
<td>2,029.20</td>
<td>10' x 20'</td>
<td>4,058.40</td>
</tr>
<tr>
<td>4</td>
<td>10' x 10'</td>
<td>1,839.75</td>
<td>10' x 20'</td>
<td>3,679.50</td>
</tr>
<tr>
<td>5</td>
<td>10' x 10'</td>
<td>1,869.45</td>
<td>10' x 20'</td>
<td>3,738.90</td>
</tr>
<tr>
<td>6</td>
<td>10' x 10'</td>
<td>1,787.85</td>
<td>10' x 20'</td>
<td>3,575.75</td>
</tr>
</tbody>
</table>

**CARPET**

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

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

You may upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in 28 oz. and 40 oz. weight.

Refer to our enclosed Carpet order form for color selections and pricing.

**LIGHTING**

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

Note: 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
- Dark Green
- Font Type

*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
- Colored Panels
- Creating a Custom Exhibit
- Specialty Colored Metal
- Recyclable Graphics
- Graphics & Custom Logo
- White Eco-Board

**TOTAL COST**

Sub-Total + 8% Tax = Total Cost

For Assistance, please call (404) 253-6494 to speak with one of our experts.
**IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-MAIL ADDRESS:</td>
<td>PH#:</td>
<td></td>
</tr>
</tbody>
</table>

For Assistance, please call (404) 253-6494 to speak with one of our experts.

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

**ACCESSORIES FOR RENTAL UNITS**

**LIGHTS (use only on rentals)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm Light</td>
<td>172512</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ Tracklight (3 lights)</td>
<td>172514</td>
<td>335.15</td>
<td>469.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halogen Light</td>
<td>17252</td>
<td>108.75</td>
<td>152.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SHELVES (use only on rentals)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**CABINETS**

(Radius Cabinets do not have doors)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**GONDOLAS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

| DON’T SEE WHAT YOU NEED? | |
| Please call an Exhibitor Sales Specialist at (404) 253-6494. |

---

**CABINETS & LOCKS**

Black Fabric Blue Fabric Gray Fabric White PVC

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17301</td>
<td>Cabinet Lock</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**GONDOLAS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**SHELVES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

---

**TOTAL COST**

Sub-Total + 8% Tax = Total Cost

---

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
**Additional Fabric Panel Colors for Purchase Units Only:**

*Other Colors Also Available for Purchase Units

---

**TABLE TOP UNIT**

**DISCOUNT PRICE DEADLINE DATE NOVEMBER 14, 2013**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

---

**For Assistance, please call (404) 253-6494 to speak with one of our experts.**

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

---

**TABLE TOP UNIT**

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6'W</td>
<td>896.65</td>
<td>1,255.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 8'W</td>
<td>1,046.45</td>
<td>1,465.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6'W</td>
<td>1,114.15</td>
<td>1,559.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 8'W</td>
<td>1,263.55</td>
<td>1,768.95</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

---

**FLOOR UNIT**

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' x 8'W</td>
<td>1,494.20</td>
<td>2,091.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 10'W</td>
<td>1,787.85</td>
<td>2,503.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' x 8'W</td>
<td>2,510.85</td>
<td>3,515.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 10'W</td>
<td>2,949.80</td>
<td>4,129.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

---

**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**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>187.10</td>
<td>261.95</td>
<td></td>
<td></td>
<td>265.20</td>
<td>371.30</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>97.40</td>
<td>136.60</td>
<td></td>
<td></td>
<td>191.80</td>
<td>268.50</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>76.15</td>
<td>106.60</td>
<td></td>
<td></td>
<td>133.90</td>
<td>187.45</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>76.15</td>
<td>106.60</td>
<td></td>
<td></td>
<td>133.90</td>
<td>187.45</td>
<td></td>
</tr>
</tbody>
</table>

**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 + 8% Tax = Total Cost

**RENTAL UNITS TOTAL COST**

- Sub-Total + 8% Tax = Total Cost

---

**IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013**

**NAME OF SHOW:**

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

Atlanta, GA 30318

Fax: (469) 621-5610

FreemanAtlantaES@freemanco.com
NAME OF SHOW: IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

COMPANY NAME:  

CONTACT NAME :  
E-MAIL ADDRESS :  

For Assistance, please call (404) 253-6494 to speak with one of our experts.

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

GRAPhICS & SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on page 2 of this form.

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

DIGITAL GRAPHICS

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

**L** x **W** = **sq.ft.**

- $18.25 per sq. ft. discount price
- $27.40 per sq. ft. standard price

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

(See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

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

File Information:

- Electronic File Name
- Application
- PMS Colors

- Backing Material:
  - Foamcore
  - PVC
  - Gatorfoam
  - Ultra-Board
  - Masonite
  - Plexi
  - Eco-Board
  - Other

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

**CHOOSE YOUR SIZE:**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>@ 51.55</td>
<td>77.35</td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td>@ 53.40</td>
<td>80.10</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>@ 59.00</td>
<td>88.50</td>
<td></td>
</tr>
<tr>
<td>9” x 44”</td>
<td>@ 77.90</td>
<td>116.85</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>@ 54.90</td>
<td>82.35</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>@ 77.90</td>
<td>116.85</td>
<td></td>
</tr>
<tr>
<td>14” x 44”</td>
<td>@ 88.45</td>
<td>132.70</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>@ 93.05</td>
<td>139.60</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>@ 140.95</td>
<td>211.45</td>
<td></td>
</tr>
<tr>
<td>20” x 60”</td>
<td>@ 189.30</td>
<td>283.95</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

INDICATE YOUR SIGN COPY HERE:  
* Please feel free to attach additional sign copy on separate page.

Special Instructions

TOTAL COST

Sub-Total + 8 % Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:
- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:
- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:
- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):
- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman can use in order of preference, include:
- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman cannot use to reproduce high quality graphics include:
- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (404) 253-6494 for assistance.
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 IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. 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, at the Freeman Service Center. If an EAC is chosen, they must meet all regulations specified on the EAC form.

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.

F R E E M A N
NAME OF SHOW: IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

COMPANY NAME: ________________________  BOOTH #: ________________________

CONTACT NAME: ________________________  PHONE #: ________________________

E-MAIL ADDRESS: ________________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday ..................................................... $ 79.00 $102.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 P.M. to 12:00 A.M. Monday through Friday All day Saturday &amp; Sunday ...... $ 118.50 $154.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midnight to 8:00 A.M. and recognized holidays..................................................... $ 158.00 $205.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

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

Emergency contact: ________________________  Phone Number: ________________________

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

Supervisor will be: ________________________  Phone Number: ________________________

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

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

DISMANTLE LABOR

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

Emergency contact: ________________________  Phone Number: ________________________

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

Supervisor will be: ________________________  Phone Number: ________________________

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

Freeman Supervision (30%/$45.00) = $________________
Tax = $ (N/A)
Total Dismantle = $________________
NAME OF SHOW:  IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013

COMPANY NAME:  

CONTACT NAME:  

BOOTH#:  

PHONE#:  

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION
Freight will be shipped to Warehouse ___________ Show Site ___________ Date Shipped ________________

Total No. of:        ___________________Crates    _____________________Cartons  ______________________Fiber Cases

Setup Plan/Photo:  Attached ______________ To Be Sent With Exhibit _______________ In Crate No. ________________

Carpet:  With Exhibit _____________ Rented From Freeman _________ Color ________________Size ________________

Electrical Placement: __________________ Drawing Attached _________________ Drawing With Exhibit ________________

Electrical Under Carpet ________________________________________________________________

Comments:_______________________________________________ ___  ____________________________________

Graphics: With Exhibit ________________ Shipped Separately _____________

Comments: ________________________________________________________________________________________

________________________________________________________________________________________________

Special Tools/Hardware Required:

OUTBOUND SHIPPING INFORMATION

SHIP TO:  

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

☐ Standard Ground

☐ Air Freight   ☐ Next Day   ☐ 2nd Day   ☐ Deferred   ☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier:

☐ Other Air Freight:

☐ Van Line:

FREIGHT CHARGES

☐ Prepaid       ☐ Collect

Bill To:  

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

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

☐ Reroute via Freeman’s choice

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

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

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

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Other ( __________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**OUTBOUND SHIPPING**

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

  Ship to address:

  ____________________________
  ____________________________
  ____________________________

  Number of Labels: __________

**FAX THIS COMPLETED FORM TO:**

(469) 621-5810

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

SHOW # (304815)
TO: ____________________________
EXHIBITOR NAME
C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318
WAREHOUSE
EVENT: IEEE GLOBECOM EXPO
BOOTH NO: _______ NO. _____ OF _____ PCS

TO: ____________________________
EXHIBITOR NAME
C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318
WAREHOUSE
EVENT: IEEE GLOBECOM EXPO
BOOTH NO: _______ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

**How do I ship to the warehouse?**

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

**How do I ship to show site?**

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

**What about prepaid or collect shipping charges?**

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

**How should I label my freight?**

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

**How do I estimate my Material Handling charges?**

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:
  - **Crated**: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling**: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads falling to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - **Uncrated**: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

**What are Freight Services?**

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

**What happens to my empty containers during the show?**

- 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 protect my materials after they are delivered to the show or before they are picked up after the show?**

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

**Where do I get a forklift?**

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

**Do I need insurance?**

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

**Other available services (may not be available in all locations)**

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
**Tips to Save on Material Handling**

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
  - 3 Separate Shipments 1 Consolidated Shipment
  - 60 lbs. charged @ 200 lbs. $140.30
  - 52 lbs. charged @ 200 lbs. $140.30
  - 65 lbs. charged @ 200 lbs. $140.30 = $420.90

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

---

**MATERIAL HANDLING SERVICES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate (CWT)</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$70.15</td>
<td>140.30</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$91.20</td>
<td>182.40</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$71.85</td>
<td>143.70</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$93.40</td>
<td>186.80</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$107.80</td>
<td>215.60</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$35.50</td>
<td></td>
</tr>
</tbody>
</table>

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

**ADDITIONAL SURCHARGES:**

- **Shipment Delivered after Deadline Date (in addition to above rates)**
  - Warehouse Shipment after Deadline: $17.55
  - Show Site Shipment after Deadline: $17.95

- **Overtime Charge - Inbound (in addition to above rates)**
  - Crated or Skidded Shipment: $17.95
  - Special Handling Shipment: $23.35
  - Uncrated or Pad Wrapped Shipment: $26.95

- **Overtime Charge - Outbound (in addition to above rates)**
  - Crated or skidded Shipment: $17.95
  - Special Handling Shipment: $23.35
  - Uncrated or Pad Wrapped Shipment: $26.95

**Description**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
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</thead>
<tbody>
<tr>
<td><strong>Surcharges</strong></td>
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<tr>
<td></td>
<td>$ 0.00% Tax</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IEEE GLOBECOM EXPO / DECEMBER 09 - 12, 2013**

*For Assistance, please call 404-253-6494 to speak with one of our experts.*

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.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.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: ________________________________

BILLING ADDRESS: ____________________________________________

CITY: ___________________ STATE/ PROVINCE: ____________ ZIP/ POSTAL CODE: ____________

SHIP TO: COMPANY NAME: ______________________________________

DELIVERY ADDRESS: __________________________________________

CITY: ___________________ STATE/ PROVINCE: ____________ ZIP/ POSTAL CODE: ____________

PHONE#: __________________________ ATTN: ____________________

SPECIAL INSTRUCTIONS: ________________________________________

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER ____________________________

☐ OTHER VAN LINE ________________________________

☐ OTHER AIR FREIGHT ____________________________

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: ________________________________

DESORED NUMBER OF LABELS: ____________

05/10 (304815)
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 only then by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including its successors and assigns. “Freeman’s services” means all services performed by Freeman. “Property” means all objects of any type received by the Shipper for transport by Freeman that are to be carried by Freeman. “Consignee” is the party to whom Shipping has designated the goods to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that the terms and conditions of this contract govern all negotiations regarding the transport of Property by Freeman’s services.

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 control of Freeman.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage, and transportation. Freeman neither represents nor warrants the quality of any packaging or packaging procedure. Freeman shall be liable for the actual damages arising from its negligence.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without refrigeration.

6. ORDERED LIQUID AND GASEOUS LIQUID IN VESSELS. 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 is subject to the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman.

7. DEFENSE CLAIMS. When perishable goods cannot be delivered and disposition instructions are not given within 48 hours of the time of disposition, the property is subject to the disposal rules as set forth in the contract.

8. LIABILITY. Freeman’s maximum liability shall be the actual value of the property, less $100.00, or 100% of the declared value of the property, whichever is less.

9. SMALL PACKAGE PROGRAM. Shipper understands that if Shipper is not able to participate or fully participate in a show due to loss, theft, or damage to their property, Freeman shall not be liable for the actual damages arising from its negligence.

10. LIQUID AND GASEOUS LIQUID IN VESSELS. If the property is not delivered in proper condition, the claim is subject to the disposal rules as set forth in the contract.

11. LIQUID AND GASEOUS LIQUID IN VESSELS. If the property is not delivered in proper condition, the claim is subject to the disposal rules as set forth in the contract.

12. LIQUID AND GASEOUS LIQUID IN VESSELS. If the property is not delivered in proper condition, the claim is subject to the disposal rules as set forth in the contract.

13. SMALL PACKAGE PROGRAM. Shipper understands that if Shipper is not able to participate or fully participate in a show due to loss, theft, or damage to their property, Freeman shall not be liable for the actual damages arising from its negligence.

14. LIQUID AND GASEOUS LIQUID IN VESSELS. If the property is not delivered in proper condition, the claim is subject to the disposal rules as set forth in the contract.

15. LIABILITY. If the property is not delivered in proper condition, the claim is subject to the disposal rules as set forth in the contract.

16. LIABILITY. If the property is not delivered in proper condition, the claim is subject to the disposal rules as set forth in the contract.
AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or NO-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it is not negotiable. It shall apply to our agents and employees of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON- shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this FORM, Terms & Conditions of Service, and shall apply to our agents and employees of the parties to be delivered pursuant to the instructions in this Contract. Shipper agrees that this

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 cargo is transported, and includes consignors, consignees, forwarders, shippers, lessors, lessors, warehousers, and warehousemen, lessors, factors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only the number of any contract between the Shipper to be created by Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract constitutes the final agreement regarding transportation and handling of the property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this Contract shall cease 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 remaining provisions shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall accept ordinary commercial post offices of individual firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or occurrences such as 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, acts of war, confiscation, expropriation, embargo, or other similar causes, or any other cause or causes beyond the reasonable control of Freeman.

4. PACKAGING, CRATING, AND SHIPMENT: Property must be well packaged for safe and secure handling and transportation, and must be of such design and adequate to protect the commodity from water, handling, and other hazards for which it is packaged. Freeman shall not be responsible for the impact of or any damage arising from or related to Mishandling, terrorism, or acts of war or other similar causes. 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 shall 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 the National Board of Cargo Classification and 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 the agreed delivery time and upon such notice as may be reasonably required. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause commodities to spoil.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee or Freeman, Freeman shall have the right to become that of a warehousekeeper:

a. Freeman shall promptly attempt to provide notice, by telephone, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, to whom it was tendered. Freeman's liability for the shipment shall terminate after the notice is given.

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

c. If Freeman is unable to tender or deliver the freight or property at the agreed time or within a reasonable time, the Consignee or Freeman may, at its option, retain the property under such circumstances and in such manner as may be authorized by law.

d. 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 Consignee, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after the notice is given.

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 MISDEVELOPMENT, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, OR RELATING TO THE CONDITION OF SHIPMENTS OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LESS, DOES NOT INCLUDE DAMAGES TO PERSONS OR PROPERTY ARISING OUT OF FREEMAN'S NEGLIGENCE OR OTHER FAULT. SHIPTERM IS NOT RESPONSIBLE FOR THE SATISFACTORY PERFORMANCE OF ONLY THOSE SERVICES WHICH IT DIRECTLY PROVIDES UNDER THIS CONTRACT. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging, crating, or any other service provided to the Consignee, unless specifically agreed in writing.

7. REFUSAL TO DELIVER: If CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ARBITRATION IN MEETING TRAVELING BY AIRCRAFT, FREEMAN WILL NOT BE RESPONSIBLE FOR MISDELIVERY, INCOMPLETE OR OTHER INADEQUATE DELIVERY. IN THE EVENT SHIPPER MAKES A CLAIM FOR MISDELIVERY, INCOMPLETE OR OTHER INADEQUATE DELIVERY, SHIPPER MUST PROVIDE DISPOSITION INSTRUCTIONS WRITTEN OR ELECTRONIC TO FREEMAN WITHIN TEN DAYS OF SHIPMENT. FREEMAN IS NOT RESPONSIBLE FOR THE SATISFACTORY PERFORMANCE OF ONLY THOSE SERVICES WHICH IT DIRECTLY PROVIDES UNDER THIS CONTRACT. Shipper shall be responsible for the satisfactory performance of only those services which it directly provides under this Contract.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman in writing within ten (10) days of the time of delivery. All claims for loss or damage to the shipment, unless the claimant of the property signing the Consignment Note or Claim for Loss or Damage, minus any amounts not recoverable from Shipper, shall be paid to the extent of the Guaranteed Service at the time of the claimant. The claimant shall have no right to control the shipment; stop the shipment; change the delivery location or Divert the shipment; change the delivery location; or change the delivery route. The shipment, its container, or any portion thereof shall be held by the claimant for the exclusive use of the claimant for as long as it takes to resolve the claim.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA, EXCLUDING THE UNIFORM COMMERCIAL CODE, THE UNITED NATIONS INTERNATIONAL CONVENTIONS AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES, FOR THE BENEFIT OF FREEMAN. SHIPPER AGREES TO SUBMIT TO THE EXCLUSIVE JURISDICTION OF THE STATE OF TEXAS FOR ANY ACTION OR ANY IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE LITIGATED IN THE CITY OF DALLAS, DALLAS COUNTY, STATE OF TEXAS. FREEMAN AND THE ARBITRATION ASSOCIATION WILL APPLY, IF BINDING ARBITRATION IS UNAVAILABLE TO FREEMAN AND SHIPPER, AS MANY TIMES AS NECESSARY, LESS THAN THE TENDER SHIPMENT. SHIPPER SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. SUBJECT: 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, make a claim for loss or damage, or request a return and ship property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

Freeman Rev. 6.11
MATERIAL HANDLING

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

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

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

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

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

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

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

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

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than thirty days after conclusion of the event. Exhibitor will be billed for items reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than two (2) years after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any portion thereof, for its services or for any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their 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 Exhibitors Appointed Contractors’ (“EAC”) materials in a single incident or accident is limited to $500.00 (USD) per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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 CARRIER.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS AND FREEMAN RESERVES THE RIGHT TO ENFORCE THE PROVISIONS OF THIS CONTRACT REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY, AND NEGLIGENT PERFORMANCE. IF FREEMAN HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF BUSINESS OR ANY OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) for its services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have the right to use any inventory of a secured party under the Uniform Commercial Code, as 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 collateral is to be sold 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.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code (“UCC”) which are reserved by law, and any sale or other disposition of any Collateral is to be made in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as 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 collateral is to be sold 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, waived and releases all claims against Freeman with respect to all matters for which Freeman has disclosed 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 HAZARDS INVOLVED IN THIS ACTIVITY. YOU AND YOUR EMPLOYER ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AS AGENT TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNED AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.

Freeman Rev 6.11
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

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

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

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

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

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

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#### Video Packages

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#### Bandwidth requirements? Please call.

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#### Audio Equipment

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### Rental Totals

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<th>PAYMENT IS DUE WHEN ORDER IS PLACED</th>
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<tr>
<td><strong>EQUIPMENT TOTAL</strong></td>
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<tr>
<td><strong>24% Service Charge</strong></td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
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<td><strong>SALES TAX (8%) of line3</strong></td>
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<td><strong>TOTAL DUE</strong></td>
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### Method of Payment

**PLEASE CHECK ONE**

### Delivery Information

**On-Site Contact:**

**Booth #:**

**Room #:**

**Delivery Date:**

**Time:**

**Pickup Date:**

**Time:**

**Component #:**

**Job #:**

### Return for Processing

**Presentation Services Audio Visual**

a part of the Audio Visual Services Corporation

**Hilton Atlanta**

255 Courtland St., Atlanta GA 30303

**Contact us via our website!**

**EMAIL THIS FORM**
Show Name: ____________________________________
Show Location: _________________________________
Show Dates: ____________________________________

Exhibitor Name: ___________________________________
Booth Representative: _____________________________
Firm, Billing Name: _______________________________
Purchase Order or Reference Number: ________________
Booth Number: ____________________________________
Credit Card #: ____________________________________
Billing Address: ____________________________________
Expiration Date: __________________ (MC, VISA, AM. EXP)
City :__________________State: ________ Zip: _________
Name of Credit Card Holder as shown on card
Phone: ______________________ Fax: ________________
Authorized Signature: __________________________________
Cell: _____________________________________________
Email Address: _____________________________________

Please return completed form with payment to:  P.O. Box 538, Rex, GA 30273    (770) 507-6777  FAX (770) 474-4676
Please return overnight shipment with payments to:  121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: ___________ Time: ______

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!
If you would like to specify color, size, type flowers, please
do so below—prices start at $60.00.
Qty ____ tropical flowers—Price $ _________ each
Qty ____ Spring flowers—Price $ _________ each
Color __________________________________________
Width _________________  Height ___________________
Additional Request: ________________________________

Don’t know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!
Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or
email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12”-18”H
$20.00 each
Qty ____
White ___
Yellow ___
Bronze ___
Lavender ___

Azaleas—12”H
$35.00 each
Qty ____
White ___
Pink ___
Red ___

Bromeliads—12”-18”H
$35.00 each
Qty ____
Purple ___ Red ___
Yellow ___ Orange ___

TLC Designers can
provide the following:
• Water Features
• Fountains
• Ponds
• Water falls
• Swamps
• Garden Areas
  Tropical :
  (beach scenes; rain forests)
  Seasonal:
  (Spring, Fall, Holiday)
  Formal :
  (serenity garden, English garden)
• Border Areas:
  Hedges
  (control flow)
  Lawn or Golf
  (promotional)
  Trees
  (privacy)
Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.
For Top-dressing with fern & azalea
__ white, __ pink, __ red
For Top-dressing with fern & mum
__ white, __ yellow, __ bronze, __ lavender

Top-dressed with azalea (pictured) Also available with mum
Choose flower color for flower choice.

2' Green Plants
$29.95 each Qty ___

3' Green Plants
$39.95 each Qty ___

Small Fern—12"H x 12"W $25.00 each Qty ___
Large Fern—24"H x 24"W $35.00 each Qty ___
Ivy—10"H x 10"W $35.00 each Qty ___
Potheos—12"H x 12"W $35.00 each Qty ___

7' H & Taller plants & Planters are available
Call 770-507-6777 for price/availability

4' @ $49.95 each Qty ___
5' @ $59.95 each Qty ___
6’ @ $69.95 each Qty ___

Planters are 2 1/2’ long.

Order Cost Summary
Select Container (Included in rental cost)  SubTotal _________
__Black ___White ___Wicker
___% Sales Tax _________
1.5% esc _________
Total _________

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for daily floral delivery. ALL ORDERS MUST BE PAID – IN FULL PRIOR TO SHOW CLOSING. We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Planters are available. Please call 770-507-6777 for pricing.

Seasonal Flowering Plants
Call for Price & Availability

Tulip
Caladium
Gerbera
Hyacinth
Kalanchoe