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GENERAL INFORMATION

Arteriosclerosis, Thrombosis and Vascular Biology | Peripheral Vascular Disease 2018 Scientific Sessions

Conference Dates May 9-12, 2018

Exhibitor Registration Hours:
Wednesday, May 9th  12:00 p.m. – 2:00 p.m.

Installation:
Wednesday, May 9th  12:00 p.m. – 2:00 p.m.

Dismantle:
Friday, May 11th       3:45 p.m. – 8:00 p.m.

CONTACTS

American Heart Association
7272 Greenville Avenue
Dallas, Texas 75231
(888) 242-2453 (inside the U.S.)
(214) 570-5935 (outside the U.S.)

Exhibitor Services
Julie Davis
Senior Manager, Exhibits
(214) 706-1943
Julie.davis@heart.org

Marketing Opportunities
Heather Starks
Manager of Corporate Sponsored Projects
(214) 706-1553
Heather.Starks@heart.org

Exhibit Dates & Hours

Wednesday, May 9th       3:00pm-7:00pm *
Thursday, May 10th       7:00am-4:15pm
Friday, May 11th       7:00am-3:45pm

*Booth staffing is optional during this period,
however booths must be set before 3:00pm on Wednesday
Association Required Forms

Please make sure you have the following forms completed by April 16, 2018. Access the forms below or for complete exhibit information visit our website at www.exhibitatsessions.org

Association Services/Booth Activity Form

Information contained on this form will be used in the exhibitor guide distributed onsite within registration and needs to be received by April 16, 2018 to be included.

Exhibitor Appointed Contractor Form

Submission of this form is ONLY necessary IF you are using the services of an independent contractor for any service such as booth installation and/or dismantle. Please make sure you indicate the information for each independent contract that you are using. Submission of this form must be completed by April 16, 2018.
# Audiovisual Exhibitor Services

**NAME OF CONFERENCE:**

**COMPANY NAME:**

**STREET ADDRESS:**

**TELEPHONE NUMBER:**

**EMAIL ADDRESS:**

**START DATE:**

**CITY & STATE:**

**DELIVERY DATE:**

**ZIP CODE:**

**END DATE:**

**DELIVERY TIME:**

**NO. EVENT DAYS:**

**ORDERED BY:**

---

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

If you have a special request or need additional equipment, please call Drew Lanning at 415.812.9130. Email completed form to psavhiltonsf@psav.com

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.**

## Video/Data Display

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blu-ray Player</td>
<td></td>
<td>$155</td>
</tr>
<tr>
<td>LCD Projector</td>
<td></td>
<td>$560</td>
</tr>
</tbody>
</table>

## Audio Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Microphone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handheld</td>
<td></td>
<td>$80</td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Unit:</td>
<td></td>
<td>$235</td>
</tr>
<tr>
<td>Handheld</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Headset Microphone:</td>
<td></td>
<td>$95</td>
</tr>
<tr>
<td>Headset only. Mic will require wireless microphone unit to operate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Small Powered Speaker</td>
<td></td>
<td>$96</td>
</tr>
<tr>
<td>(up to five people)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System: (2) speakers (2 stands) (1) Mixer Wired Microphone (up to 20 people)</td>
<td></td>
<td>$525</td>
</tr>
<tr>
<td>4-Channel Mixer</td>
<td></td>
<td>$85</td>
</tr>
</tbody>
</table>

## Accessories

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripod Screens: 5’, 6’, 7’ or 8’</td>
<td></td>
<td>$105</td>
</tr>
<tr>
<td>42”~54” Rolling Cart w/Black Skirt</td>
<td></td>
<td>$50</td>
</tr>
</tbody>
</table>

## Monitors

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>32” LCD Monitor (table stand)</td>
<td></td>
<td>$295</td>
</tr>
<tr>
<td>46” Monitor (with floor stand)</td>
<td></td>
<td>$775</td>
</tr>
<tr>
<td>55” Monitor (with floor stand)</td>
<td></td>
<td>$970</td>
</tr>
<tr>
<td>65” Monitor (dual-post stand)</td>
<td></td>
<td>$1,075</td>
</tr>
</tbody>
</table>

## Internet Access

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Connection (initial)</td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td>Wireless Internet Connection (initial)</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Additional Connections</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>(wired or wireless)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Bandwidth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Custom Items

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Power Strip &amp; Extension Cord Package</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>Post-it Flip Chart Package</td>
<td></td>
<td>$100</td>
</tr>
</tbody>
</table>

## Special Requests

Please add any items not listed above that you require.

---

**Ordering Instructions**

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

**Tax-Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations:**

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.
NAME OF SHOW: ATVB / MAY 10 - 12, 2018

COMPANY NAME:          BOOTH#: 

ADDRESS:               BOOTH SIZE: X

CITY/STATE/ZIP:        CUSTOMER #

PHONE #:               EXT.: FAX #: 

SIGNATURE:   PRINT NAME: 

CONTACT’S E-MAIL

E-MAIL FOR INVOICE

☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (472140) on your remittance.

☐ CREDIT/DEBIT CARD

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

Please complete the information requested below:

☐ AMERICAN EXPRESS  ☐ MASTERCARD  ☐ VISA

We do not accept credit card information via email.

Account No.: 

Exp. Date: 

Cardholder Name (Print): 

Signature: 

Cardholder Billing Address: 

City/State/Zip: 

ENTER TOTALS HERE

<table>
<thead>
<tr>
<th>UTILITIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAND TOTAL</th>
<th></th>
</tr>
</thead>
</table>

• Remember to order in advance to save time and money. You may place your order by phone, fax, or mail.

• 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 Exhibitor Sales.
ATVB / MAY 10 - 12, 2018

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

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

☐ UTILITIES

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY 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 email.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA   Freeman does not accept credit cards via e-mail.

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:
UNION JURISDICTIONS IN THE
SAN FRANCISCO BAY AREA

You may appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, please read the following:

ELECTRICAL

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. (San Francisco includes the lighting truss assembly and hanging) All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we believe that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at Freeman Service Center.

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 improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union’s jurisdiction or practices must be directed to a FREEMAN management representative.
From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?
First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as “load”) (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?
As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?
Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?
Outlet or connection prices are typically for an entire show.

What is 24 hour power?
Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?
Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?
In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?
Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?
For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)
Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?
For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show’s electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?
Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:
- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.
Labor and material charges apply.

When will my power be turned on?
Power is only guaranteed to be installed before the show opens. Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?
Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?
10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?
Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?
Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?
Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don’t underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a “will call” order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you’ll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?
Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemancdn.com/store.
NAME OF SHOW:  ATVB / MAY 10 - 12, 2018

COMPANY NAME:  BOOTH #:  BOOTH SIZE:  X

CONTACT NAME:  PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (775) 355-4670 to speak with one of our experts.

LABOR RATES & SCHEDULE:

Straight Time -  Monday - Friday, 8:00 am - 3:30 pm (Excluding Holidays)
Overtime -  Monday - Friday, 3:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$149.25</td>
<td>$209.00</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$252.00</td>
<td>$353.00</td>
</tr>
<tr>
<td>Stagehand - ST</td>
<td>$149.25</td>
<td>$209.00</td>
</tr>
<tr>
<td>Stagehand - OT</td>
<td>$252.00</td>
<td>$353.00</td>
</tr>
</tbody>
</table>

- All lifts require labor to operate and a ground person in order to meet safety standards.
- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.
- Video Walls require IATSE (Stagehand) stand by labor for each show day, with an 8 hour minimum per day. This labor is billed at the prevailing labor rate. When there are multiple video walls on the show floor, the labor minimum and charges will be allocated between the exhibiting companies with video walls.
- Truss with lighting rigs require IATSE (Stagehand) stand by labor for each show day, with an 8 hour minimum per day. This labor is billed at the prevailing labor rate. When there are multiple truss lighting rigs on the show floor, the labor minimum and charges will be allocated between the exhibiting companies with truss lighting rigs.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date_________ Time _________

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _______________________________________

AUTHORIZED SIGNATURE:_____________________________

☐ EXHIBITOR SUPERVISION (DO NOT PROCEED)

LABOR REQUEST

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th># Electrician</th>
<th>Est. # Hours</th>
<th>Floor Work</th>
<th>Booth Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
<td># Electrician</td>
<td>Est. # Hours</td>
<td>Floor Work</td>
<td>Booth Work</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td># Electrician</td>
<td>Est. # Hours</td>
<td>Lift Type</td>
<td></td>
</tr>
</tbody>
</table>

SELECT WORK TYPE

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Lighting requirements of 2000w or greater require labor to balance & distribute.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly, installation and dismantle of all lighting from truss or beams may be subject to an 8 hour minimum per day.
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other__________________________

NAME OF ON-SITE CONTACT: _______________________________________

CELL PHONE: _______________________________________

Special Instructions:________________________________________________________________________________________

PRINT NAME: _______________________________________

AUTHORIZED SIGNATURE:_____________________________

Booth work is any of the following. Please check all that apply:

- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other__________________________
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.

3. Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan:

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 Volt

<table>
<thead>
<tr>
<th>Quantity (For Show Hours Only)</th>
<th>Quantity (For 24 Hr Double Price)</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td></td>
<td>156.75</td>
<td>235.15</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td></td>
<td>266.50</td>
<td>399.75</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td></td>
<td>422.75</td>
<td>634.15</td>
</tr>
</tbody>
</table>

### 208 Volt Single Phase (Labor Required for Connection)

<table>
<thead>
<tr>
<th>Quantity (For 24 Hr)</th>
<th>Show Price</th>
<th>24 Hr Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td>657.50</td>
<td>986.25</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td>945.25</td>
<td>1,267.90</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td>1,126.75</td>
<td>1,690.15</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td>1,455.50</td>
<td>2,183.25</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td>2,097.50</td>
<td>3,146.25</td>
<td>$</td>
</tr>
</tbody>
</table>

### 208 Volt Three Phase (Labor Required for Connection)

<table>
<thead>
<tr>
<th>Quantity (For 24 Hr)</th>
<th>Show Price</th>
<th>24 Hr Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td>880.50</td>
<td>1,320.75</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td>1,132.25</td>
<td>1,688.40</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td>1,509.75</td>
<td>2,264.65</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td>1,951.00</td>
<td>2,926.50</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td>3,146.00</td>
<td>4,719.00</td>
<td>$</td>
</tr>
<tr>
<td>400 Amps</td>
<td>4,435.75</td>
<td>6,653.65</td>
<td>$</td>
</tr>
</tbody>
</table>

Transformer to Boost 208V to Approx. 230V - $7.00 per Amp (20 Amp Min.)

**DISCOUNT PRICE**

**DEADLINE DATE**

APRIL 25, 2018

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

---

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF:

APRIL 25, 2018

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**

Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

---

**LIGHTING (Price Includes Power Consumed)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Light Stand (200w)**</td>
<td>156.50</td>
</tr>
<tr>
<td>Double Light Stand (400w)**</td>
<td>265.75</td>
</tr>
<tr>
<td>Arm Light***</td>
<td>166.75</td>
</tr>
</tbody>
</table>

**For** single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

**Requires** a hard wall surface for installation.

Extension cords and power strips are available for rental at the Freeman Service Desk.

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet(s)</td>
<td>$</td>
</tr>
<tr>
<td>Lighting</td>
<td>$</td>
</tr>
<tr>
<td>Tax</td>
<td>N/A</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>
ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

IN-LINE BOOTHS / PENINSULA

BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors’ equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors’ equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Wattage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>300/208 volt/Single Phase</td>
</tr>
</tbody>
</table>
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets.** Please provide specific dimensions and wattages/ampereages. *Please do not simply place an X where power is required.*

3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME ___________________________ DATES ________________
COMPANY NAME ____________________________________________ BOOTH # ________________

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot  
20 x 20 use 1 square = ½ foot  
40 x 40 use 1 square = 1 foot
SAMPLE LAYOUTS

IN LINE BOOTHs
Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet =

<table>
<thead>
<tr>
<th># 401</th>
<th># 405</th>
<th># 407</th>
<th># 409</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 20 peninsula</td>
<td>10 x 20 in line booth</td>
<td>10 x 10 in line booth</td>
<td></td>
</tr>
<tr>
<td>Power will be at rear drape line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># 504</td>
<td># 506</td>
<td># 508</td>
<td># 510</td>
</tr>
</tbody>
</table>

Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations must be included. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets

10 x 20 In Line – Booth # 409
Order = 2 x 5 amp outlets

Please place outlets in front corners of booth
ISLAND BOOTS

Electrical layouts are always required for island booths and **must include** the following information:

1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan

![Diagram of island booths]

**20 x 20 Island – Booth #401**
Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets

![Diagram of booth #401 layout]

Booth 407
Main Drop & 208 volt, 3 phase 10 amp
2 ft in from side

Booth 506
20 amp In top corner

Front of Hall
Main Entrance

- 6 ft
- 5 amp
- 5 ft
- 6 ft
- 20 amp
- In bottom corner
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR’S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event.

If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is qualifying these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or service placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR agrees to hold EXHIBITOR harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with EXHIBITOR’S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN’S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to 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.

FREEMAN REV 07/17
MATERIAL HANDLING

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

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

2. PACKAGING/CARGO OR CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging that is not bearing any manifest lists or improper information on the container. Freeman WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER 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 representatives. All empty labels must be removed or returned. 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, delay, or damage due to, strike, work stoppages, natural causes including fires, hurricanes, earthquakes, war, or any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times. Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the use 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. Exhibitor agrees not to accept any crates, packaging or products. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that 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 obligations hereunder, which includes, but is not limited to, Exhibitor’s obligations to Freeman for material handling services, waives and releases all claims against Freeman with respect to all material handling services, waives and releases all claims against Freeman with respect to all

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 is not the owner of nor does it assume the title to Exhibit materials and shall not be liable for any loss, damage, theft or disappearance of Exhibit materials to the extent that title has not been conveyed to the owner of the Exhibit materials. Freeman shall not be responsible for loss or damage from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that are out of improperly loaded or labeled materials.

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

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman AND ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, CLAIMS, SUITS, ACTIONS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.

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

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. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and costs) relating to, arising out of or in connection with, or relating to, or in any way connected to, any damage to, or loss of, Exhibitor’s property, 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 obligations hereunder, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s obligations hereunder. Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (the “UCC”), and any notice that Freeman is required to give under the UCC of a time and place of public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Freeman for so long as there are any Obligations that remain unpaid or unsatisfied.

11. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s obligations hereunder, which includes, but is not limited to, Exhibitor’s obligations to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

12. DRIVER LIABILITY WAIVER. Freeman permits the use of the equipment of any carrier or shipper to be used in the transportation of Exhibitor’s materials. Freeman is not responsible for, and shall not be liable for, any damage to, or loss of, the goods in transit caused by, or resulting from, the negligence or willful misconduct of any such carrier or shipper. Freeman is not responsible for, and shall not be liable for, any damage to, or loss of, the goods in transit caused by, or resulting from, the negligence or willful misconduct of any such carrier or shipper.

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING TRUCKER OR TRUCKING COMPANY TO OPERATE ON FREEMAN’S PREMISES, YOU, THE TRUCKER, OR THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING, THE TRUCKER ownership OR FREE OF ALL CLAIMS AGAINST ANY AND ALL LIABILITY, CLAIMS, SUITS, ACTIONS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, affiliates and affiliated companies, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom or on whose behalf the property is shipped, and includes the Shipper’s employees, officers, directors, agents, and contractors. The term “Consignee” means the person or business to whom or on whose behalf the property is consigned, and includes the Consignee’s employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transportation as described herein. “Freeman” is used as a convenient shorthand term to identify the party referred to in these Terms.

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 Contract), Freeman and Shipper each agree that this Contract shall govern their respective rights, liabilities, and obligations, and shall be considered as a complete and exclusive statement of the terms of the agreement. This Contract shall bind all parties, and no agreement, representation, or warranty not contained herein shall bind the parties.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract.

4. PACKAGING AND CRATES: Shipper’s property must be well packaged for safe and secure handling, storage, and transportation. Each piece must be clearly marked and identified with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

5. MISCELLANEOUS: Harding, Freeman’s liability shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any action is brought against Freeman by a bailee to a bailee to recover damages, Freeman shall have the right to enjoin such a proceeding to be void or unenforceable, the reasonable demands and liabilities, including any contractors appointed by Freeman. The term “Consignor” means the person or business (excluding the Shipper and Consignee) for whose benefit the property is shipped, and includes the Consignor’s employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Consignor, excluding only Freeman. “Property” is all objects of any type received from the Consignor for transportation as described herein. “Freeman” is used as a convenient shorthand term to identify the party referred to in these Terms.

6. MISCELLANEOUS: Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are subject to the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, lost opportunities, lost profits, lost sales, losses to persons, property or the public welfare in general. Such goods may be warehoused at owner’s risk and expense without compensation. Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and contractors of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no hazardous materials, Hazardous Materials, Chemical Exposure, dangerous or inherently dangerous, hazardous, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner’s risk and expense without compensation. Shipper’s property must be well packaged for safe and secure handling, storage, and transportation. Each piece must be clearly marked and identified with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: Freeman does not assume any liability or responsibility for any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, losses to persons, property or the public welfare in general. Such goods may be warehoused at owner’s risk and expense without compensation. Shipper’s property must be well packaged for safe and secure handling, storage, and transportation. Each piece must be clearly marked and identified with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were when in damage was discovered. Receipt of the shipment by the Consignee or the Consignee’s agent without written notice on the delivery receipt and/or delivery manifest of concealed damage shall be prima facie evidence that the property was received in good condition. No action will be deemed to have commenced until receipt by Freeman of a written claim for loss or damage submitted in accordance with the terms of this Section of the Service Guide. All claims for loss or damage must be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman, the consignee or the consignor, or Freeman’s representative, or Freeman’s authorized carrier. If agreed to by the parties, the same may be extended to a maximum of one hundred and eighty (180) calendar days. No action will be deemed to have commenced until receipt by Freeman of a written claim for loss or damage submitted in accordance with the terms of this Section of the Service Guide. All claims for loss or damage must be made in writing to Freeman within sixty (60) calendar days after the date of acceptance of the shipment by Freeman, the consignee or the consignor, or Freeman’s representative, or Freeman’s authorized carrier. If agreed to by the parties, the same may be extended to a maximum of one hundred and eighty (180) calendar days.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employe, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes any owner, owner-operators, and agents of the property being transported, and their assigns, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type transported by the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is to be delivered or to whom the property is consigned as set forth in this Contract.”

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. The provisions of this Contract shall control the rights and obligations of the parties whether or not the parties have agreed in writing or orally to any contrary terms, conditions, or arrangements. This Contract constitutes the final agreement of the parties with respect to the transportation of Shipper’s property for freight charges determined by the actual or re-weighed weight of the shipment.

3. Freeman’s RESPONSIBILITY UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, fire, flood, storm, spray, water, earthquake, riot, civil disturbance, acts of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from the wrongful acts or omissions of any person, firm, or corporation, shippers, consignees, or persons claiming under them, which property is in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of any packaging or packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped, or to loose or empty cartons, or to packages that are not properly crated, packed, or labeled. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in the Uniform Title Services, published by the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at Shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, or in insulated, refrigerated or super-refrigerated equipment. It is the responsibility of the shipper to maintain equipment and temperature, whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. (a) It is the shipper’s responsibility to have on hand an air temperature sensor that will allow itself to air temperature that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If no written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified, claims must be filed within 90 days of the date on which the property was delivered, and the claimant shall have to prove that the property was delivered in proper condition as they were when in damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred. For shipping containers designed for repeated use (tradehow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for “catastrophic” damage to these shipping containers (crushing, puncture, or complete destruction). Freeman’s maximum liability in cases of “catastrophic” damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the depreciated value established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR PROCEEDINGS CONCERNING OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract or the breach hereof, or any matter arising out of or in connection with this Contract shall be submitted to commercial Arbitration in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; that all claims of loss or damage made by Shipper pursuant to this Contract are legitimate and based on facts and circumstances existing at the time of delivery; that this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or rescind same. (b) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo and brokers, for the purpose of obtaining additional shipment or including any provisions in the agreement or other document. (c) Shipper agrees to be liable for and to indemnify Freeman for all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final determination of shippers and consignees under the laws of the State of Texas, excluding any provision to the contrary, and it is the shipper’s responsibility to provide all necessary information to shippers.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, damaged, or delayed in transit, and the claim unstated, the shipper agrees to the provision of this Contract. Shipper’s maximum liability shall never be more than the depreciated original invoice value or the total charges determined by the actual or re-weighed weight of the shipment.

Any declared value in excess of the maximum allowed herein null and void, and the acceptance by Freeman of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Freeman understands that if it is not possible to deliver the property, Freeman will return the property to the owner, and Freeman will have no liability or responsibility for the property in its possession.

This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsive provisions of this Contract have been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

Shipper understands that even if shipper’s property is lost or damaged, Freeman shall not be liable for loss or damage. Freeman’s liability for the shipment shall terminate after unloading or delivery. When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale without the knowledge or consent of the consignee. (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman’s attempted notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that the goods are to be earmarked, heated, specially ventilated or otherwise specially equipped trailer. This may be subject to additional charges. Shipper is responsible to ensure that the temperature of goods is proper and that they are equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostat controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the equipment is in proper working order prior to transport to any particular schedule, means, vehicle or otherwise or without reasonable explanation.

If the integrity of the shipment is in question, Freeman reserves the right to improve packaging at Shipper’s expense.

Freeman REV 07/17
# TELECOMMUNICATIONS REQUEST FORM

**333 O’Farrell Street, San Francisco, CA 94102**  
(415) 771-1400  
Fax (415) 202-7000

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**Note:** Please return this completed form to the attention of Telecommunications Department c/o Hilton SF 333 O’Farrell Street, San Francisco, CA, 94102-2116. This form must be received 5 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. Make checks payable to the Hilton San Francisco Union Square and enclose with this form. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied.
XPress Connect Family

Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by XPress Leads equipment and services.

XPress Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7.x and higher and 3 megapixel or greater camera. No mobile hardware included.

XPress Connect Plus

OUR handheld wireless device

Use our handheld mobile to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

FEATURES

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XPress Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.

Custom Sales Qualifiers
Target ideal prospects! Build your own customized survey for quick lead follow-up. 20 questions and answers.

Bluetooth Printer
Get a hardcopy printout of your leads onsite with a wireless, portable printer.

eBlast Email Service
Send your custom HTML emails through XPress eBlast post-event to your leads, the complete event email campaign solution.

DITP
Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.

Loss/Damage Waiver
Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

Data Conversion
Convert badge IDs collected on third-party devices into complete leads post-show.

Event API Integration
Integrate your third-party lead retrieval device in real-time with the event database.

* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.

3rd Party Lead Collection

Successful lead collection on your third party device.
Each exhibiting company receives one (1) free XPress Connect App.

**XPress Connect App** - the App on YOUR phone or tablet

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FREE/Included $375 value</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Additional XPress Connect App Licenses** - for additional users

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$130 per additional user activation</td>
<td></td>
</tr>
</tbody>
</table>

For Android 3.x or higher, iOS 7.x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

**XPress Connect Plus (Handheld)** - OUR handheld wireless device

Includes mobile phone and charger.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$470</td>
<td></td>
</tr>
</tbody>
</table>

**XPRESS EXTRAS**

- **Custom Sales Qualifiers / Custom Surveys**
- **Data Conversion** - third party post-show solution
  - $115
- **Event API Integration** - third party real-time solution
  - $550
  - $1000

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**LOSS/DAMAGE WAIVER**

<table>
<thead>
<tr>
<th>Item</th>
<th>Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect Plus Device</td>
<td>$1,000</td>
</tr>
<tr>
<td>Connect Plus Power Cord</td>
<td>$75</td>
</tr>
</tbody>
</table>

Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR’s device.

<table>
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</thead>
<tbody>
<tr>
<td>Connect Plus Device</td>
<td>$1,000</td>
</tr>
<tr>
<td>Connect Plus Power Cord</td>
<td>$75</td>
</tr>
</tbody>
</table>

**OPTIONAL LOSS/DAMAGE WAIVER** (Qty ____ x $85 per device)

NO, I do not want to purchase the Loss/Damage Waiver - initial here

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROCESSING FEE (WAIVED when you order online!)</td>
<td>+ 20.00</td>
</tr>
</tbody>
</table>

**TOTAL (USD)**

---

**CONTACT INFORMATION**

- **COMPANY**
- **CONTACT NAME**
- **BILLING ADDRESS**
- **CITY**
- **STATE/ZIP**
- **BOOTH #**
- **PHONE/EXT #**
- **FAX**
- **EMAIL**
- **COMPANY WEBSITE**

**PAYMENT INFORMATION**

- **CARD NUMBER**
- **NAME ON CARD**
- **EXP DATE**
- **SIGNATURE**
- **AUTHORIZATION**

Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.

Thank you for your order.
Terms & Conditions

1) Convention Data Services, Inc. hereinafter called “CONTRACTOR” agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. Checks will not be accepted as payment at the show site.

3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.

4) ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A $100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.

5) Onsite orders are based on unit availability.

6) Customer agrees to return all equipment to CONTRACTOR’S service desk within two hours of the show closing. EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.

7) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:

7a) The customer authorizes CONTRACTOR to charge the credit card provided $500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

7b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR’s device. Customer must report loss or damage to CONTRACTOR’S Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing.

If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

8) CONTRACTOR’S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.

9) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.

10) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.

11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.

12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.

13) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.
SHIPPING AND RECEIVING

Please make sure your materials arrive no earlier than May 8, 2018
The correct shipping address should read as follows:

**ATTN:** Hilton San Francisco Union Square
   ATTN: Guest Name (or the person that will be responsible for claiming the shipment onsite)
   333 O’Farrell Street
   San Francisco, CA  94102
   **REF:** AHA’s ATVB 2018

Label boxes with:

**ATTN:** Guest Name- Hold for Guest Arrival
Arrival Date: __________
Exhibitor at American Heart Association Conference-May 10-12, 2018
Box # of (# of boxes)

Upon arrival please visit Guest Services to arrange for your exhibit freight to be delivered to your booth.

*Exhibitors are responsible for paying all associated shipping fees. For standard boxes, there is a $10 receiving fee for each, and an additional $10 movement fee for each if we move the box for you.

If you are planning to ship a large quantity, heavy or large crates to the hotel there may be a labor fee in addition to the storage and handling fee. Please contact the hotel for quote.
EXHIBITOR HOUSING

Housing Information - Conference Venue/Hotel Reservations

All events take place at the Hilton San Francisco Union Square Hotel:

Hilton San Francisco Union Square Hotel
333 O'Farrell Street
San Francisco, CA 94102
Phone: (415) 771-1400

ATVB/PVD 2018 will be held at the Hilton San Francisco Union Square Hotel in the heart of the Theater District. The hotel is located at 333 O'Farrell Street and is within walking distance of world-famous cable cars, shopping, theaters and the culturally rich Yerba Buena Center for the Arts. Close by are historic Chinatown, Fisherman's Wharf, and the Golden Gate Bridge. The Hilton Union Square offers a variety of options to fill your leisure time including a heated outdoor pool, whirlpool, state of the art fitness center and spa.

Rooms for conference participants are available at a special reduced rate of $259 and will be available on a first-come, first-served basis until all are filled. After this date, reservations may be at the prevailing rate and will be subject to availability. The guest room rate is exclusive of applicable taxes.

To take advantage of the reduced rate, visit this link (opens in a new window) or call 1-800-HILTONS and ask for the group rate for the AHA ATVB/PVD conference. Rates cannot be changed at check-in or check-out for guests who don't identify their affiliation with AHA when they make their reservation. Reservations made in the AHA block will receive complimentary internet access in the guest rooms, and complimentary access to the hotel fitness center.

The most convenient airports are San Francisco International, which is 17 miles (30 minutes) away, Oakland International Airport, which is 18 miles (45 minutes) away, and San Jose International Airport, which is 50 miles (1.5 hours) away from the hotel.

EXHIBITOR REGISTRATION

On-Site Exhibitor Registration Hours:
Wednesday, May 9th  12:00 p.m. – 2:00 p.m.

Exhibitors are entitled to two (2) complimentary full registrations. Complete the booth activity form to register your staff.
Additional registration fees will apply per badge over your allotted amount. Additional registration badges may also be purchased on site.

Badges and Final Programs books will be available at the American Heart Association Registration Desk on site. Please advise all staff when picking up badges on site that they will be required to present a photo I.D. and business card at Registration. Photo I.D. and business cards are required even when the exhibitor has registered in advance.

**EXHIBITOR STAFFING**

Although exhibitors are encouraged to staff the booth for the duration of the exhibit hall hours it is only required during the unopposed breaks listed below. Please note food and beverage service will be in close proximity to the exhibit hall.

<table>
<thead>
<tr>
<th>Thursday, May 10, 2018</th>
<th>7:00 a.m. – 8:00 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 a.m. – 10:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>3:45 p.m. – 4:15 p.m.</td>
</tr>
<tr>
<td>Friday, May 11, 2018</td>
<td>7:00 a.m. – 8:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>9:30 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>3:15 p.m. – 3:45 p.m.</td>
</tr>
</tbody>
</table>
Amplify your reach at AHA specialty conferences with sponsorship opportunities designed to elevate your brand among target audiences!

Silver Level .................................................. $1,500
• Acknowledgment on conference website
• Acknowledgment in Final Program
• Acknowledgment on sponsor signage at conference

Gold Level .................................................. $5,000
Everything included in Silver Level, plus:
• Conference bag insert
• Company-specific recognition signage at conference

Platinum Level ............................................. $10,000
Everything included in Silver and Gold Levels, plus:
• Conference attendee list
  (Does not include email addresses)
• Ad in conference marketing email
• Final Program ad
• Exhibit space

Additional Options
Receive Silver Level recognition with each of these sponsorships!

Scribe Sponsorship ................................. $2,000
Provide a branded notebook and/or writing pen to conference attendees.

Refreshment Break Sponsor .............. $5,000
Attendees will see your signage at a refreshment break.

Continental Breakfast Sponsor .......... $7,500
Attendees will see your signage at the breakfast location.

Industry Theater .......................... $15,000-$20,000
($15,000 for 100 attendees; $20,000 for 200 attendees)
Captive your audience when you showcase your latest product or service! You’ll also receive additional marketing support to drive attendance.

For more information, and additional programming and reception opportunities, contact Cathleen Gorby at 913-780-6923 or cgorby@ascendmedia.com!

All rates are net. Cancellations are nonrefundable.