SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8' x 10' booth will be set with 8' high brown and beige back drape, 36" high brown side dividers, one 6' x 30" beige skirted table, two opal side chairs, one wastebasket, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET
The exhibit area IS carpeted.

DISCOUNT PRICE DEADLINE DATE
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by March 10, 2011.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Thursday March 24, 2011 11:00 AM - 5:00 PM
Friday March 25, 2011 7:00 AM - 7:45 AM

EXHIBIT HOURS
Friday March 25, 2011 8:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT
Friday March 25, 2011 12:00 PM - 1:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by March 25, 2011 at 1:00 PM.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by March 25, 2011 at 12:30 PM.

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

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.
SERVICE CONTRACTOR CONTACTS / INFORMATION:
FREEMAN
3323 IH-35 North, Suite 120
San Antonio, TX 78219
(210) 227-0341 * fax (469) 621-5611
email: FreemanSanAntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 fax (817) 385-0983

FREEMAN ONLINE®
Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the “Login” link in the top right corner to create a new account.
To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the “Login” link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION
PLEASE REFER TO THE MATERIAL HANDLING SHEET FOR CHARGES.

Warehouse Shipping Address:
EXHIBITING COMPANY NAME / BOOTH #
AM BRUSH MANUFACTURERS ASSN - SUPPLIERS DISPLAY
C/O FREEMAN / AUSTIN WAREHOUSING DISTRIBUTION
RACEWAY CROSSING, BLDG 2
16310 BRATTON LANE, STE 300
AUSTIN, TEXAS 78728

Freeman will accept crated, boxed or skidded material beginning February 24, 2011 at the above address. Material arriving after March 17, 2011 will be received at the warehouse with an additional after deadline charge.

THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THRU FRIDAY DURING THE HOURS OF 8:00 AM TO 4:00 PM.

**PLEASE NOTE: THE HYATT LOST PINES RESORT IS UNABLE TO ACCEPT ANY SHIPMENTS. THEREFORE, ADVANCE WAREHOUSE SHIPPING TO FREEMAN/AUSTIN WAREHOUSING DISTRIBUTION IS REQUIRED. PLEASE COORDINATE ALL OUTBOUND SHIPPING IN ADVANCE WITH YOUR CARRIER. DUE TO THE REMOTE LOCATION OF THIS FACILITY, CARRIERS SUCH AS UPS AND FED-EX DO NOT VISIT ON A DAILY BASIS. ARRANGEMENTS MUST BE MADE PRIOR TO SHOW DATE. FAILURE TO COMPLY WILL RESULT IN ADDITIONAL CHARGES FROM FREEMAN.

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 227-0341.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Exhibitor Services at (210) 227-0341 or Freeman’s Customer Support Center at (888)508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates. Place your order by March 10, 2011.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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

Call Freeman’s Exhibitor Services department at (210) 227-0341 with any questions or needs you may have.
FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 227-0341 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

NAME OF SHOW: AMERICAN BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

COMPANY NAME: BOOTH #:
ADDRESS: BOOTH SIZE:
CITY/STATE/ZIP:
PHONE: EXT.: FAX #:
SIGNATURE: PRINT NAME:
CONTACT’S E-MAIL:
E-MAIL FOR INVOICE:

Check if you are a new Freeman customer

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

METHOD OF PAYMENT

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

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

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:
CITY/STATE/ZIP:

ENTER TOTALS HERE

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<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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<th>RIGGING DISMANTLE</th>
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- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

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

http://feedback.freemanco.com/?259215

05/10 (259215)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

**EXHIBITOR INFORMATION**

EXHIBITOR NAME: (PLEASE PRINT) __________________________

EXHIBITOR SIGNATURE: __________________________ DATE: __________________________

**EXHIBITING COMPANY INFORMATION**

EXHIBITING COMPANY NAME: __________________________

EXHIBITING COMPANY ADDRESS: __________________________

CITY/STATE/ZIP: __________________________

PHONE: __________________________ EXT. __________________________ FAX: __________________________

CONTACT’S E-MAIL: __________________________

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

☐ ALL FREEMAN SERVICES ☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION ☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT ☐ BOOTH CLEANING

☐ UTILITIES ☐ OTHER __________________________

**THIRD PARTY COMPANY INFORMATION**

THIRD PARTY COMPANY NAME: __________________________

CONTACT NAME: __________________________

THIRD PARTY BILLING ADDRESS: __________________________

CITY/STATE/ZIP: __________________________

PHONE: __________________________ EXT. __________________________ FAX: __________________________

CONTACT’S E-MAIL: __________________________

E-MAIL FOR INVOICE: __________________________

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

**THIRD PARTY CREDIT CARD AUTHORIZATION**

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

CREDIT CARD ACCOUNT NO: __________________________ EXP. DATE: __________________________

CARDHOLDER NAME (PLEASE PRINT): __________________________ CARD TYPE: __________________________

AUTHORIZED SIGNATURE: __________________________

CARDHOLDER BILLING ADDRESS: __________________________

CITY/STATE/ZIP: __________________________

05/10 (259215)
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### CHAIRS

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<tr>
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<td>N71092</td>
<td>Diva Counter Stool</td>
<td>147.60</td>
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<td></td>
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<td>Diva Chair</td>
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<td></td>
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<td>Santana Chair</td>
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<td>Forestdale Chair</td>
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<td>Diplomat Chair</td>
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<tr>
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<td>N71038</td>
<td>Cherry Barrel Chair</td>
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### TABLES

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<td></td>
<td>N72026</td>
<td>Cherry Cocktail Table</td>
<td>127.55</td>
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<td>N72027</td>
<td>Cherry End Table</td>
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<td>Metro Slate Cocktail Table</td>
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<td>Metro Slate End Table</td>
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<td>N72015</td>
<td>Glass Conference Table</td>
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<td></td>
<td>N72065</td>
<td>Bugle Base Table/white</td>
<td>161.60</td>
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### Pedestal Tables - SoHo Series

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<tr>
<td></td>
<td>N72066</td>
<td>Black-top Mini 18&quot;W x 18&quot;H</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td></td>
<td>N72069</td>
<td>Black-top Cafe 24&quot;W x 30&quot;H</td>
<td>128.75</td>
<td>167.40</td>
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<tr>
<td></td>
<td>N72070</td>
<td>Black-top Bistro 24&quot;W x 42&quot;H</td>
<td>128.75</td>
<td>167.40</td>
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<tr>
<td></td>
<td>N72067</td>
<td>Black-top Café Table 36&quot;x30&quot;</td>
<td>129.15</td>
<td>167.90</td>
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<tr>
<td></td>
<td>N72068</td>
<td>Black-top Bistro 36&quot;W x 42&quot;H</td>
<td>129.15</td>
<td>167.90</td>
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### Pedestal Tables - Chelsea Series - Butcher Block Top

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<tbody>
<tr>
<td></td>
<td>N72063</td>
<td>Café Table 30&quot;W x 30&quot;H</td>
<td>118.75</td>
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<td>N72064</td>
<td>Café Table 36&quot;W x 30&quot;H</td>
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<td>154.40</td>
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<td>N720163</td>
<td>Bistro Table 30&quot;W x 42&quot;H</td>
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### OFFICE FURNITURE

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<tbody>
<tr>
<td></td>
<td>N72093</td>
<td>Milano Table/Blonde Top</td>
<td>288.20</td>
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<td></td>
<td>N72092</td>
<td>Milano Table/Black Top</td>
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<td></td>
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<td>Luna Table/Black Top</td>
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<td></td>
<td>N720191</td>
<td>Hemingway Writing Table</td>
<td>245.85</td>
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<td></td>
<td>N74061</td>
<td>Cherry Desk 5'</td>
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<td></td>
<td>N74065</td>
<td>Cherry Bookcase</td>
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<td></td>
<td>N74064</td>
<td>Cherry Credenza</td>
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<td>N74071</td>
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### OFFICE FURNITURE

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*Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.*
**FURNISHINGS**

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<td>Display Cylinders</td>
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<td>Dark Green</td>
<td>112.85</td>
<td>146.70</td>
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<td></td>
<td></td>
<td>Gold</td>
<td>23.00</td>
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<td>C130330 Draped Table 3'L x 30&quot;H ....</td>
<td>105.50</td>
<td>137.15</td>
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<tr>
<td></td>
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<td>C130342 Draped Counter 3'L x 42&quot;H ....</td>
<td>112.85</td>
<td>146.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C130342 Draped Counter 4'L x 42&quot;H ....</td>
<td>126.05</td>
<td>163.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C130342 Draped Counter 8'L x 42&quot;H ...</td>
<td>143.90</td>
<td>187.05</td>
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<tr>
<td></td>
<td></td>
<td>C130442 Draped Counter 6'L x 42&quot;H ....</td>
<td>27.25</td>
<td>35.45</td>
<td></td>
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<td></td>
<td></td>
<td>C130442 Draped Counter 8'L x 42&quot;H ....</td>
<td>27.25</td>
<td>35.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undraped Tables - Tables are 30&quot; wide</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>C131330 Undraped Table 3'L x 30&quot;H ...</td>
<td>31.50</td>
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<td></td>
<td></td>
<td>C131340 Undraped Table 4'L x 30&quot;H ...</td>
<td>39.70</td>
<td>51.60</td>
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<td>C131360 Undraped Table 6'L x 30&quot;H ...</td>
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<td></td>
<td>C131380 Undraped Table 8'L x 30&quot;H ...</td>
<td>52.95</td>
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<td></td>
<td>C131342 Undraped Counter 3'Lx42&quot;H</td>
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<td></td>
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<td></td>
<td>C131442 Undraped Counter 4'Lx42&quot;H</td>
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<td>C131642 Undraped Counter 6'Lx42&quot;H</td>
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<td></td>
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<td>C131842 Undraped Counter 8'Lx42&quot;H</td>
<td>70.00</td>
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<td></td>
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<td><strong>Table Top Risers</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>C150410 Single Step Riser 4'L x 7&quot;H ......</td>
<td>36.05</td>
<td>46.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C150610 Single Step Riser 6'L x 7&quot;H ......</td>
<td>53.75</td>
<td>69.90</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>C150810 Single Step Riser 8'L x 7&quot;H ......</td>
<td>68.55</td>
<td>89.10</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>C150414 Single Step Riser 4'L x14&quot;H ......</td>
<td>36.05</td>
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<td>C150614 Single Step Riser 6'L x14&quot;H ......</td>
<td>53.75</td>
<td>69.90</td>
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<td>C150814 Single Step Riser 8'L x14&quot;H ......</td>
<td>68.55</td>
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<td>C150420 Double Step Riser 4'L ............</td>
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<td>C150620 Double Step Riser 6'L ............</td>
<td>103.95</td>
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<td>C150820 Double Step Riser 8'L ............</td>
<td>132.05</td>
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**ACCESSORIES**

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<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<td>Pages 13 &amp; 14</td>
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<td>C220121 Chrome Stanchion w/belt ..........</td>
<td>80.85</td>
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<td></td>
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<td>C220118 Chrome Sign Holder ...............</td>
<td>62.50</td>
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<td>N750135 Round Literature Rack ............</td>
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<td>N750136 Flat Literature Rack .............</td>
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<td>C220109 Chrome Coat Tree ..................</td>
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<td>C220134 Chrome Easel ......................</td>
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<td>C220110 Chrome Bag Rack ..................</td>
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<td>N75053 Black Trash Receptacle ............</td>
<td>N/A</td>
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<td>220107 Wastebasket .......................</td>
<td>16.00</td>
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<td>220106 Corrugated Wastebasket ............</td>
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<td></td>
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<td>N75057 Small Refrigerator ................</td>
<td>272.50</td>
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<td>N75052 Black Table Lamp .................</td>
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<td>N74082 File Cabinet/2 Drawer ............</td>
<td>87.80</td>
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<td></td>
<td></td>
<td>N74081 File Cabinet/4 Drawer ............</td>
<td>114.35</td>
<td>148.65</td>
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<td>10201484 Bulletin Board ..................</td>
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<td>Special Drape</td>
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<td></td>
<td>Black</td>
<td>272.50</td>
<td>354.25</td>
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<td>Burgundy</td>
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<td>Dark Green</td>
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<td></td>
<td></td>
<td>Gold</td>
<td>272.50</td>
<td>354.25</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

\[
\text{Sub-Total} + 8.25\% \text{ Tax} = \text{Total Cost}
\]

---

*Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.*
# Carpet Padding and Plastic Covering

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ .75</td>
<td>$ 1.00</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$ .65</td>
<td>$ .85</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering</td>
<td>$ .55</td>
<td>$ .70</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

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

---

**Sample Calculation**

- **Carpet Padding - 1/2" (Over 700 sq. ft.)**
  - Quantity: 1
  - Price: $ .65
  - Total: $ .65

**Discount Price Deadline Date**

March 10, 2011

---

**NAME OF SHOW:** AMERICAN BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

---

**CARPET PADDING AND PLASTIC COVERING -**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>$ .65</td>
<td>$ .85</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering</td>
<td>$ .55</td>
<td>$ .70</td>
<td></td>
</tr>
</tbody>
</table>

---

**PRESTIGE CARPET -**

- Includes plastic covering, delivery, material handling, installation and removal
- Guaranteed new, high quality carpet available in a variety of designer colors.

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

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

**40 oz. Carpet Rental -**

<table>
<thead>
<tr>
<th>Price per sq. ft. (100 sq. ft. minimum)</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$ 3.65</td>
<td>$ 4.75</td>
<td></td>
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<tr>
<td>701 - 1200 sq. ft.</td>
<td>$ 3.40</td>
<td>$ 4.40</td>
<td></td>
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</tbody>
</table>

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

- Baywater
- Cardinal
- Gray Pearl
- Pine
- Raspberry
- Wedgewood
- Cabernet
- Cream
- Peach
- Sea Breeze
- White

**28 oz. Carpet Rental -**

<table>
<thead>
<tr>
<th>Price per sq. ft. (100 sq. ft. minimum)</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$ 3.20</td>
<td>$ 4.15</td>
<td></td>
</tr>
<tr>
<td>701 - 1200 sq. ft.</td>
<td>$ 2.70</td>
<td>$ 3.50</td>
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</table>

**CUSTOM CUT CLASSIC CARPET -**

- Includes plastic covering, delivery, material handling, installation and removal
- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

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

**16 oz. Carpet Rental -**

<table>
<thead>
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<th>Price per square foot (100 sq. ft. minimum)</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Per sq. ft.</td>
<td>$ 2.20</td>
<td>$ 2.85</td>
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</table>

**CLASSIC CARPET -**

- Includes delivery, material handling, installation and removal
- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

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

---

**Contact Information**

- FreemanSanAntonioES@freemanco.com
- (210) 227-0341 Fax: (469) 621-5611
- 3323 I H 35 North, Ste 120 San Antonio, TX 78219
- March 10, 2011
- San Antonio, TX 78219
- AMERICAN BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011
**CLEANING SERVICES**

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.34</td>
<td>.45</td>
<td></td>
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<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
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### SHAMPOOING (per sq ft - 100 sq ft minimum)

<table>
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<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.75</td>
<td>1.00</td>
<td></td>
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<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
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### PORTER SERVICE (per day)

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<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>60.00</td>
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<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>70.00</td>
<td>91.00</td>
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<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>80.00</td>
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<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td>Call for Quote</td>
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</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

---

NAME OF SHOW: AMERICAN BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

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.

What is 24 hour power?

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. If 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 7 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.myfreemanonline.com.
### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

#### 110/120 Volt

<table>
<thead>
<tr>
<th>QTY Show</th>
<th>QTY 24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td></td>
<td>77.00</td>
<td>115.50</td>
<td>$________</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td></td>
<td>106.00</td>
<td>159.00</td>
<td>$________</td>
</tr>
<tr>
<td>1500 Watts (15 amps)</td>
<td></td>
<td>134.00</td>
<td>201.00</td>
<td>$________</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td></td>
<td>146.00</td>
<td>219.00</td>
<td>$________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>QTY Show</th>
<th>QTY 24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Amps</td>
<td></td>
<td>141.00</td>
<td>211.50</td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>242.00</td>
<td>363.00</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>259.00</td>
<td>388.50</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>288.00</td>
<td>432.00</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>686.00</td>
<td>1,029.00</td>
</tr>
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#### 208 Volt Three Phase (Labor Required for Connection)

<table>
<thead>
<tr>
<th>QTY Show</th>
<th>QTY 24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Amps</td>
<td></td>
<td>210.00</td>
<td>315.00</td>
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<tr>
<td>20 Amps</td>
<td></td>
<td>314.00</td>
<td>471.00</td>
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<tr>
<td>30 Amps</td>
<td></td>
<td>382.00</td>
<td>573.00</td>
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<tr>
<td>60 Amps</td>
<td></td>
<td>632.00</td>
<td>948.00</td>
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<tr>
<td>100 Amps</td>
<td></td>
<td>880.00</td>
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</table>

Transformer to Boost 208V to Approx. 230V - $3.00 per Amp (20 Amp Min.)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Amps</th>
<th>= $________</th>
</tr>
</thead>
</table>

### LIGHTING (Price Includes Power & Labor for Installation)

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY Show</th>
<th>QTY 24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Light Stand</td>
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<td>90.00</td>
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<tr>
<td>Double Light stand</td>
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<td>96.00</td>
<td>144.00</td>
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<tr>
<td>Arm Light</td>
<td></td>
<td>108.00</td>
<td>162.00</td>
<td></td>
</tr>
</tbody>
</table>

Extension cords and power strips are available for rent at the Show Service Desk.

---

**For Assistance, please call 210-227-0341 to speak with one of our experts.**

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

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**/lighting**

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**OUTLET PRICES INCLUDE DELIVERY OF SERVICE TO ONE LOCATION AT THE REAR OF THE BOOTH IN PENINSULA AND IN-LINE BOOTHS. ALL ISLANDS REQUIRE LABOR. IF YOU REQUIRE OUTLETS IN OTHER LOCATIONS, HAVE LIGHTS OR ELECTRICAL ITEMS TO HANG OR ERECT, OR HAVE OTHER ELECTRICAL REQUIREMENTS PLEASE SEE THE ELECTRICAL LABOR ORDER FORM FOR RATES AND INSTRUCTIONS.**

**Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All islands will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.**

**Additional Information**

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a 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.
- 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.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- There will be an additional charge for materials required to complete your order.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and labor charges related to the installation.

---

**TOTAL COST**

| Outlet(s) | $________ |
| Lighting | $________ |
| 8.25% Tax | $________ |
| GRAND TOTAL | $________ |
ELECTRICAL INSTRUCTIONS & CONDITIONS

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.)

[Diagram of In-Line Booths / Peninsula]

[Diagram of 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. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.

[Diagram of Island Booth with one outlet]

[Diagram of 10 x 20 Booth with multiple outlets]

Please indicate power by amperage or wattage, as shown, rather than X.

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.

OTHER:

1. Labor is required for any and all electrical work in an island. Please see the Electrical Labor form for complete details.
2. 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.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. 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.
5. 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.
6. Exhibitors’ equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.
9. 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.
10. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
11. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.
Step 1
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, I & D houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

Labor Is Required For:
1 Floorwork - Distribution of electrical under carpet and flooring
2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure
3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment
4 Lighting -
   a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
   b) Assembly, installation and dismantle of electrical headers and/or light boxes
5 Truss Work -
   a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
   b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts)
6 Signage -
   a) Installation of ground supported or hanging electrical or rotating signs
   b) Wiring of overhead signs.
7 Inspection - All Exhibitor’s power panels and equipment pre-wired to plug into Freeman systems
8 Lift Services -
   a) Forklift
   b) Scissorlift
   c) Boom Lift
9 Miscellaneous-
   a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
   b) Mounting of single monitors over 6’ (to include plasma screens, LCD & CRT) and installation of hanging brackets
   c) Changes to or the addition of electrical connectors to electrical apparatus
   d) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

STEP 2 (Applicable to Floorwork only)
Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floor work can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

[ ] Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by Date_________________________ Time:______________________________
Authorized Signature:_________________________ Print Name:_________________________

If a company representative prefers to be present during electrical distribution, please complete Step 3 indicating Floor Work or #1 as Type of Work.
STEP 3
Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE________________________________________________________

(Enter applicable # from Step1)

<table>
<thead>
<tr>
<th>Labor Request</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># of Electricians</th>
<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lift Request</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Est. # of Hours</th>
<th>Type of Lift</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

TERMS & CONDITIONS

1. Straight time rates apply to labor calls between the hours of 8:00 am and 5:00 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 5:00 pm, Monday through Friday, Saturdays, Sundays and Holidays.

2. 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.

3. 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. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.

4. 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.

5. 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.

6. Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.

7. Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.

8. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

9. Exhibitor agrees to indemnify and hold harmless Freeman, its officers, directors, employees and agents from and against, any and all losses caused by loss of power beyond Freeman’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.

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 wattages/amperages.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
NAME OF SHOW:  AM BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

For Assistance, please call 210-227-0341 to speak with one of our experts.

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$63.00</td>
<td>$81.90</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$94.50</td>
<td>$122.85</td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

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

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

<table>
<thead>
<tr>
<th>Supervisor will be:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

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

Freeman Supervision (30%/$45.00) = $

Tax = $ (N/A)

Total Installation = $

DISMANTLE LABOR

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

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

<table>
<thead>
<tr>
<th>Supervisor will be:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

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

Freeman Supervision (30%/$45.00) = $

Tax = $ (N/A)
**NAME OF SHOW:** AM BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

**COMPANY NAME:**

**BOOTH #:**

**CONTACT NAME:**

**PHONE #:**

---

**FREEMAN SUPERVISED LABOR**

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

---

**INBOUND SHIPPING & SET UP INFORMATION**

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of:</td>
<td>Crates</td>
<td>Cartons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Setup Plan/Photo:</th>
<th>Attached</th>
<th>To Be Sent With Exhibit</th>
<th>In Crate No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Carpet:</th>
<th>With Exhibit</th>
<th>Rented From Freeman</th>
<th>Color</th>
<th>Size</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Electrical Placement:</th>
<th>Drawing Attached</th>
<th>Drawing With Exhibit</th>
<th>Electrical Under Carpet</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Graphics:</th>
<th>With Exhibit</th>
<th>Shipped Separately</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Tools/Hardware Required:</th>
</tr>
</thead>
</table>

---

**OUTBOUND SHIPPING INFORMATION**

**SHIP TO:**

---

**METHOD OF SHIPMENT**

- Freeman Exhibit Transportation:
  - Common Carrier
  - Air Freight
    - Next Day
    - 2nd Day
    - Deferred
    - Expedited

- Other (list carrier name & phone number):
  - Other Common Carrier:
  - Other Air Freight:
  - Van Line:

**FREIGHT CHARGES**

- Prepaid
- Collect

<table>
<thead>
<tr>
<th>Bill To:</th>
</tr>
</thead>
</table>

---

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

- Reroute via Freeman’s choice
- Deliver back to Freeman warehouse at Exhibitor’s expense.

**PLEASE NOTE:** Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

What happens to my empty containers during the show?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

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

Where do I get a forklift?

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

Do I need insurance?

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

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

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

AMERICAN BRUSH MANUFACTURERS ASSN

C/O: FREEMAN / AUSTIN WAREHOUSING DISTRIBUTION

2400 GRAND AVENUE PARKWAY, STE 105

AUSTIN, TX 78728

MUST BE DELIVERED BY MARCH 17, 2011

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

AMERICAN BRUSH MANUFACTURERS ASSN

C/O: FREEMAN

HYATT REGENCY LOST PINES

575 HYATT LOST PINES RD

LOST PINES, TX 78612-3863

CANNOT BE DELIVERED BEFORE MARCH 24, 2011

TYPE OF SERVICE

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

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

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

SHOW # (259215)
NAME OF SHOW: AM BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

### MATERIAL HANDLING SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRATED:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL HANDLING:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See definitions on back)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express &amp; DHL are included in this category due to their delivery procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UNCRADED:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STRAIGHT TIME:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OVERTIME:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per CWT</th>
<th>200 lbs. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$54.00</td>
<td>108.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$70.20</td>
<td>140.40</td>
</tr>
<tr>
<td><strong>Show Site Shipment (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$55.00</td>
<td>110.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$71.50</td>
<td>143.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$82.50</td>
<td>165.00</td>
</tr>
</tbody>
</table>

**Small Package - Maximum weight is 30 lbs per shipment**

Per Shipment……………………………………….. $35.50

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

### ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per CWT</th>
<th>200 lbs. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after Deadline</td>
<td>$13.50</td>
<td>27.00</td>
</tr>
<tr>
<td>Show Site Shipment after Deadline</td>
<td>$13.75</td>
<td>27.50</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$13.75</td>
<td>27.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$17.90</td>
<td>35.80</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$20.60</td>
<td>41.20</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$13.75</td>
<td>27.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$17.90</td>
<td>35.80</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$20.60</td>
<td>41.20</td>
</tr>
</tbody>
</table>

### LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.25% Tax</td>
</tr>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Tips to Save on Material Handling

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

- **3 Separate Shipments:**
  - 60 lbs. charged @ 200 lbs. $104.00 (3 pieces, 1 shipment)
  - 52 lbs. charged @ 200 lbs. $104.00
  - 65 lbs. charged @ 200 lbs. $104.00 = $312.00

**Total:** $820.00

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

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

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

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

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

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

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

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

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

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

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

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

**NAME OF SHOW:** AMERICAN BRUSH MANUFACTURERS ASSN / MARCH 24-25, 2011

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

**CONTACT NAME:**  
**PHONE #:**  
**E-MAIL ADDRESS:**

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

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

**SHIPPING INFORMATION**

**FROM:** SHIPPER/EXHIBITOR NAME: ____________________________________________

BILLING ADDRESS: ____________________________________________________________

CITY: __________________________ STATE/PROVINCE: __________________________ ZIP/POSTAL CODE: __________

**SHIP TO:** COMPANY NAME: ________________________________________________

DELIVERY ADDRESS: __________________________________________________________

CITY: __________________________ STATE/PROVINCE: __________________________ ZIP/POSTAL CODE: __________

PHONE#: ________________________ ATTN: ______________________________________

**SPECIAL INSTRUCTIONS:** __________________________________________________

**METHOD OF SHIPMENT**

**PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW**

**FREEMAN EXHIBIT TRANSPORTATION**

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

☐ OTHER VAN LINE __________________________

☐ OTHER AIR FREIGHT __________________________

☐ Next Day  
☐ 2nd Day  
☐ Deferred  

CARRIER PHONE #: ________________________

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

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

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

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

**DESIGNED NUMBER OF LABELS:** __________

05/10 (259215)
PAYMENT & LABOR

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

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

DEFINITIONS

For purposes of this Contract, “FREEMAN” means Freeman Decorating Services, Inc. (“FDSI”), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman’s property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour “per person, per hour” charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor’s booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor’s responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all orders, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account. Exhibitor hereby grants a lien on its property in Freeman’s possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or, an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Decorating and its employees, officers, agents, directors, affiliates, and related entities. The term “Exhibitor” means the Exhibitor, its employees, agents, representatives, and any persons receiving services from Freeman.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to Exhibitor’s materials, products, unpacked 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 freight and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. 

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. Freeman will not be liable for loss or damage to crates and containers, or their contents while same are in empty container storage.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Freeman, 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 show. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor are accepted at the time of pickup. Act of Freeman, Freeman’s employee, agent, or representative, customer, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition permit entrance to the premises, you, your employer, the truckowner, and you agree to indemnify and hold harmless Freeman, its employees, officers, directors, agents, assigns, connected companies and/or related parties. The truckowner, and you agree to indemnify and hold harmless Freeman, its employees, officers, directors, agents, assigns, connected companies and/or related parties. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. Freeman will not be liable for loss or damage to crates and containers, or their contents while same are in empty container storage.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after time to time, Freeman’s employee, agent, or representative, customer, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition permit entrance to the premises, you, your employer, the truckowner, and you agree to indemnify and hold harmless Freeman, its employees, officers, directors, agents, assigns, connected companies and/or related parties. Freeman assumes no responsibility for 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 show. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor are accepted at the time of pickup. Act of Freeman, Freeman’s employee, agent, or representative, customer, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition permit entrance to the premises, you, your employer, the truckowner, and you agree to indemnify and hold harmless Freeman, its employees, officers, directors, agents, assigns, connected companies and/or related parties. 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.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor’s carrier if Freeman believes that carrier fails to pick up the materials within 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: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels.

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

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. For purposes of claim reporting, the “conclusion” of the show shall be construed as the time when Exhibitor’s materials are delivered to the carrier for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier under directions from the carrier or driver of that carrier. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s booth at show site or before they have been picked up for reloading at the conclusion of the event. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor are accepted at the time of pickup. Act of Freeman, Freeman’s employee, agent, or representative, customer, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition permit entrance to the premises, you, your employer, the truckowner, and you agree to indemnify and hold harmless Freeman, its employees, officers, directors, agents, assigns, connected companies and/or related parties. Freeman assumes no responsibility for 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 show. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor are accepted at the time of pickup. Act of Freeman, Freeman’s employee, agent, or representative, customer, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition permit entrance to the premises, you, your employer, the truckowner, and you agree to indemnify and hold harmless Freeman, its employees, officers, directors, agents, assigns, connected companies and/or related parties.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, Freeman will not be liable for any claim arising from the transmission of, or failure to transmit, Declared Value Instructions to the Carrier nor for failure of the Carrier to uphold the Declared Value or any other term of carriage.

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

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

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Freeman’s goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for money paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may now or hereafter exist, and with respect to such security interest, assignee assumes no responsibility or liability or are alleged as a result of, tortious conduct, failure of broadband. Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may now or hereafter exist, with respect to such security interest, assignee assumes no responsibility or liability or are alleged as a result of, tortious conduct, failure of

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

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

Freeman REV 6.10
The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facility for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department’s Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal’s Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal’s Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department’s orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal’s Office:
   a. Display or storage of LPG
   b. Flammable or combustible liquids
   c. Flammable gas
   d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
   e. Welding or cutting equipment for demonstrations purposes
   f. Gas-fired appliances for demonstration purposes
   g. Salamander stoves
   h. Lit candles or lanterns for demonstration purposes
   i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
   j. Any cooking or heat producing devices

13. The following address the display of automotive vehicles and equipment.
   a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
   b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
   c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
   d. Ignition keys are to be removed and placed in a central location on site.
   e. The positioning of such vehicles shall be subject to approval of the Fire Marshal’s Office.
   f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal’s Office.
   g. Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following requirements are for food shows:
   a. One 40 BC extinguisher is to be provided for every deep fat fryer.
   b. Deep fryers are to be thermostat controlled.
   c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.
   d. Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).
   e. Combustible materials will not be located near deep fat fryers.
   f. Chafer dishes are to be designed with a shelf for the fuel or chafer dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal’s Office.
INTERNET / AUDIOVISUAL ORDER FORM

ORDERING: To order for your booth, please fill out this form and return a copy with your payment information (below) - Fax completed order form to (866) 598-9896.

An additional 20% may be added for orders received onsite.

PRICES: All prices shown are the daily prices (unless otherwise indicated) for show dates only. Additional 21% Service Charge applies for set-up and strike. Extensive set-ups will be charged additional labor at prevailing rates. Your on-site contact must be present to sign for equipment received from a Visual Aids Electronics representative. Prices subject to change without notice.

CANCELLATION: A 100% Cancellation Fee will be charged for any order cancelled with less than 24 hrs notice prior to Set/Show Time. Cancellations occurring between 48 hrs & 24 hrs prior to Set/Show Time will be charged a 50% cancellation fee.

EXHIBITOR INFORMATION
Firm name: __________________________
Address: __________________________
City: __________________________
State: __________ Zip: __________

ON-SITE INFORMATION
On-site contact: __________________________
Booth # or room: __________________________
Delivery date: __________________________
Delivery time: __________________________

Ordered by: __________________________
Phone: __________________________ Fax: __________________________
Use dates: from __________ to __________ Pick up date & time: __________ at __________

Signature: __________________________

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<th>Popular Items</th>
<th>QTY</th>
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<tr>
<td>&gt;&gt;Additional line/access (per device)</td>
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<td>$75</td>
<td>$225</td>
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<td>&gt;&gt;Specify Wired or Wireless</td>
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<tr>
<td>Once completed order is received, a VAE representative will call to discuss internet details and schedule testing.</td>
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<tr>
<td>20” Flat Screen Monitor</td>
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<td>$375</td>
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<tr>
<td>40” LCD/Plasma Monitor on Rolling or Dual Post Stand (please specify if cables needed, VGA, RCA...)</td>
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<td>$250</td>
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<td>Laptop Computer</td>
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<tr>
<td>DVD Player</td>
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<td>$50</td>
<td>$175</td>
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<tr>
<td>27” TV Monitor/Receiver on 54” rolling stand</td>
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<td>$125</td>
<td>$375</td>
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<tr>
<td>&gt;&gt;Please call a VAE representative with any questions or if there is any AV equipment needed not listed here, 512-308-4870</td>
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PAYMENT INFORMATION

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Signature: __________________________

The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment.

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Received by: __________________________ Date: __________________________
Following are the terms and conditions under which Visual Aids Electronics (“VAE”) shall provide its network management services to the customer (“Customer”), as identified on the Internet / Audiovisual Order Form (page 1 of this document) accompanying this agreement (this “Agreement”). Customer’s rights are exclusively set forth herein. Customer agrees to be bound by this agreement.

1. **Services.** VAE’s network management services (the “Services”) may include connection to the Internet. In order to provide Internet connectivity, VAE shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties.

2. **Configuration by VAE.** In the event that VAE provides equipment that needs to interface with equipment (hardware, software, networks etc.) supplied by the client, VAE does not warrant the performance, connectivity, operation, compatibility, or communication between the two. Under normal conditions it is the Customers sole responsibility to (re)configure ones own hardware and/or software to gain access to the Services and/or equipment provided by VAE. If, in the event VAE configures any of Customer’s hardware and/or software so that the Customer may access the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall VAE be liable to Customer for any damage caused by such configuration, and VAE makes no representation of warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer’s hardware and/or software shall be undertaken by Customer at its sole risk and expense.

3. **Limitation of Security.** Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold VAE responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and VAE shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer’s use of the Services are at Customer’s own risk. VAE does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

4. **Virus Protection.** Virus Protection is the Customer’s responsibility. In the event that the Customer introduces a device infected with a virus, or whose device contracts a virus while connected to the network, it is the Customer’s responsibility to remove the infected device from the network until the virus is eliminated. VAE will assist the Customer in the event of a virus by using standard troubleshooting methods and consultation. VAE will not provide any virus-protection software. Pre-arranged fees and charges agreed upon by the Customer will still apply in the event of network complications due to Customer’s virus-infected device.

5. **No Warranties.** Customer acknowledges that it is technically impracticable to provide Services free of faults, and VAE does not undertake to do so. VAE hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS”. Without limiting the foregoing, it is agreed and understood that while VAE is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, VAE makes no representation whatsoever as to the functionality of the Internet itself, and/or of the facilities network or infrastructure. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of VAE to control or manage.

6. **Service Interruptions, Modifications, and Instructions.** Customer agrees that VAE may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of VAE’s equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reasons; or (c) give instructions about the use of the Services resulting from any applicable law, rule or regulation. Such instruction shall be deemed to form part of this Agreement.

Signature: ______________________________

Date: _________________
Telephone Request

Date:

**GROUP INFORMATION**

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<tr>
<th>Group Name</th>
<th>Manager</th>
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<thead>
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**HOTEL IN-HOUSE SERVICES**

**Fax only:** (In – Out)

$150.00 one time charge.

Location: ______________________

**Credit Card:** $200.00 installation fee, $50.00 per day.

Location: ______________________

**In-house phone only:** $50.00 installation fee, plus $50.00 per day.

Location: ______________________

**In-house, local and long distance:** $100.00 installation fee, plus $50.00 per day.

Location: ______________________

**Direct Inward Dialing (DID):** All in bound calls are directed automatically to your station and bypass the hotel switchboard.

$175.00 installation fee, plus $50.00 per day.

Location: ______________________

**No half-day rates are available.**

*** ABOVE PRICES DO NOT INCLUDE ACCESS AND CALL CHARGES ***

Local Calls: $0.50 access charge, plus applicable zone charges.

Long Distance Direct: Billed at AT&T operator assisted rates, plus $0.75 access charge, plus $0.25 per minute.

International Long Distance: Billed at AT&T operator assisted rates, plus $2.50 access charge, plus $0.60 per minute.

**HIGH SPEED INTERNET AND DATA NETWORK SERVICES:**

Please contact Visual Aids Electronics at (512) 308-1234.

**SPECIAL INSTRUCTIONS**

Comments:

Installation Date: ____________________ Time: __________

Removal Date: ________________________ Time: __________

**BILLING INFORMATION**

Payment arrangements are required prior to installation.

The above prices do not include sales tax, which is currently 6.75%.

You will be billed according to your instructions.

**Credit Card** (American Express, Diners Club, Discover, JCB, Master Card, and Visa are accepted)

Name as it appears on card: ____________________

Credit Card Number: ____________________ Expiration Date: ____________________

Signature: ____________________

**Room Account**

Guest Name: ____________________

Room Number/Account: ____________________

**Master Account** (Must be approved by Credit Manager)

Guest Name: ____________________

Master Account Number: ____________________

Please fax this form to Jennifer Clarke at (512) 308-4720, at least seven days prior to the group’s arrival.

**FOR PBX USE ONLY**

INSTALLATION CHARGES: ____________________ DATE RECEIVED: ____________________

RENTAL CHARGES: ____________________ EXTENSION ASSIGNED: ____________________

USAGE CHARGES: ____________________ DATE BILL PROCESSED: ____________________

TOTAL CHARGES: ____________________