

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

ADP MEETING OF THE MINDS USER CONFERENCE 2013

MARCH 17-19, 2013
WYNN LAS VEGAS
LAS VEGAS, NEVADA

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with

- 8' high Crème back drape
- 3' high Crème side dividers (on all end cap booths)
- Two (2) Black Diamond side chairs
- One (1) 6' Gray draped table (3 sides)
- One (1) wastebasket
- One (1) 7" x 44" one-line identification sign
- Gray booth carpet

Each 10' x 20' booth will be set with

- 8' high Crème back drape
- 3' high Crème side dividers (on all end cap booths)
- Two (2) Black Diamond side chairs
- One (1) 6' x 30" high Gray draped table (3 sides)
- One (1) 6' x 42" high Gray draped counter
- One (1) wastebasket
- Two (2) 7" x 44" one-line identification signs
- Gray booth carpet

EXHIBIT HALL CARPET

The exhibit areas are carpeted with the existing hotel carpet. The booths will be carpeted in GRAY.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **FEBRUARY 22, 2013**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Sunday March 17, 2013 8:00 a.m. - 2:00 p.m.

All exhibits must be fully installed by **Sunday, March 17, 2013 at 2:00 p.m.**

EXHIBIT HOURS

Sunday	March 17, 2013	5:30 p.m. - 8:00 p.m.
Monday	March 18, 2013	7:30 a.m. - 8:30 a.m.
		10:45 a.m. - 6:00 p.m.
Tuesday	March 19, 2013	8:00 a.m. - 12:30 p.m.

EXHIBITOR MOVE-OUT

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

Tuesday March 19, 2013 12:30 p.m. - 9:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form (s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Tuesday, March 19, 2013 at 9:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Tuesday, March 19, 2013 at 4:00 p.m.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1400 Fax: (469) 621-5604

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **FEBRUARY 22, 2013 at 5:00 p.m.**

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

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store and click 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

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
ADP MEETING OF THE MINDS USER CONFERENCE 2013
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **FEBRUARY 15, 2013** at the above address. Materials arriving after **MARCH 12, 2013** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

PLEASE NOTE: All exhibitor freight should be sent to the Freeman warehouse.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

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 Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **FEBRUARY 22, 2013**.

AVOID DELAY

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

SAFETY TIPS

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

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, 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 your booth. This can cause serious injury or damage to materials.

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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 (702) 579-1700 with any questions or needs you may have.

welcome



Welcome to Freeman, the industry's leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to www.freemanco.com/furniturerepairing and visit our Furniture Grouping Ideas section. You'll find everything you need to give your booth a coordinated and professional look.

WELCOME TO Freeman

how do I get started?

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at www.freemanco.com. As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

material handling and exhibit transportation

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to www.freemanco.com/FAQ.

questions?

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to www.freemanco.com.

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	FREEMAN RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> Clean and wipe down products and display merchandise and other parts of the exhibit. Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor. 	<ul style="list-style-type: none"> All booth vacuuming and porter service.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.

LAS VEGAS FIRE SAFETY REGULATIONS

NOTICE: IN ACCORDANCE WITH THE NEVADA CLEAN INDOOR AIR ACT, SMOKING IS PROHIBITED IN EXHIBIT AREAS.

- 1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
- 2. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.
- 3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
- 5. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 6. EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Please refer to the Clark County Fire Department's Display of Motor Vehicles Guidelines:
<http://fire.co.clark.nv.us/Files/pdfs/DisplayMotorVehiclesAssembly.pdf>

EXCEPTION: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office. Please refer to the Las Vegas Convention Center Building Users Manual for further information:
http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

- 7. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 8. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 9. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.
- 10. ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
- 11. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
- 12. ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
- 13. ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
- 14. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
- 15. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Please refer to the Clark County Fire Department's Compressed Gas Permit Guidelines:
<http://fire.co.clark.nv.us/Files/pdfs/CompressedGasGuidelines.pdf>

EXCEPTION: The Las Vegas Convention Center's Propane Regulations are available online. Please refer to the Las Vegas Convention Center Building Users Manual for further information:
http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

LAS VEGAS FIRE SAFETY REGULATIONS (continued)

16. CERTAIN HALOGEN LAMPS HAVE BEEN BANNED AT THE MANDALAY BAY CONVENTION CENTER, THE LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER.

Halogen lamps at the Las Vegas Convention Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48. For further information regarding halogen lights at the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

17. CLARK COUNTY WILL ALLOW SINGLE-LEVEL COVERED EXHIBIT BOOTHS UP TO 1000 SQUARE FEET TO BE UNSPRINKLED. All single-level covered exhibit boothss greater than 1000 square feet must be provided with sprinklers throughout.

18. SINGLE-LEVEL COVERED EXHIBIT BOOTHS OVER 1000 SQUARE FEET OR MULTI-STORY EXHIBIT BOOTHS MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf

Please refer to page 8 of the Clark County Fire Department's Places of Assembly Guideline:

<http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

EXCEPTION: The Las Vegas Convention Center's regulations for Covered and/or Double Deck Exhibits are available online. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

19. TENTS IN EXCESS OF 200 SQUARE FEET, CANOPIES IN EXCESS OF 400 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf.

Please refer to the Clark County Fire Department's Tent and Canopy Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/tentsandcanopies.pdf>

EXCEPTION: Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

20. DEMONSTRATION COOKING AND FOOD WARMING IN EXHIBITION SPACES SHALL COMPLY WITH THE CLARK COUNTY FIRE CODE AND FACILITY REGULATIONS.

Please refer to pages 6-7 of the Clark County Fire Department's Places of Assembly Guideline:

<http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

Rules and regulations specific to the Las Vegas Convention Center are available online at:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

21. THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf

Please refer to the Clark County Fire Department's Open Flame Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/OpenFlame.pdf>

EXCEPTION: Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

Please refer to the Clark County Fire Department's website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc. The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Single-Level Covered Exhibit Booths
- Multi-Level Exhibit Booths
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures

Clark County Fire Department's Requirement & Permit Guidelines are available online:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Pages/FirePermits.aspx

Clark County Fire Department's Application for Permit is available online:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2013

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ Check if you are a new Freeman customer

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

METHOD OF PAYMENT

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

COMPANY CHECK BANK TRANSFER

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.)

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman

CREDIT/DEBIT CARD

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

AMERICAN EXPRESS MASTER CARD VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

Please reference (290428) on your remittance.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.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/?290428>

FREEMAN method of payment

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

MATERIAL HANDLING

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

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

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

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

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

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

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

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, 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 from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman *more than two (2) years* after the date of loss or damage occurred.

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

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON 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 attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or 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 Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

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

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

Freeman REV 4.12



EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.

questions?

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to www.freemanco.com.

FREEMAN

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

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**
FREEMAN/Exhibiting Company Name
Hold for: **ADP MEETING OF THE MINDS**
USER CONFERENCE 2013 - Booth # _____
6675 West Sunset Road
Las Vegas, NV 89118

MUST BE DELIVERED BY MARCH 12, 2013

PLEASE NOTE: All exhibitor freight should be sent to the Freeman warehouse.

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
- 2 Day: Delivery by 5:00 p.m. second business day
- Deferred: Delivery within 3-4 business days
- Declared Value (\$20,000 maximum) \$ _____

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 or truckload

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber)(color) _____	_____
___ Skids/Pallets	_____
___ Carpet (color) _____	_____
___ Other _____	_____
___ Total	_____

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels: _____

FAX THIS COMPLETED FORM TO:
(469) 621-5810

A TRANSPORTATION EXPERT
WILL CONTACT YOU TO CONFIRM
RECEIPT OF YOUR ORDER AND
FINALIZE DETAILS

SHOW # _____ 290428

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

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

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. FREEMAN IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

(USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein ALL TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

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

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

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

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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

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

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 set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in 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 on Freeman's carrier choice or delivered back to the warehouse at the 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

F R E E M A N

6555 West Sunset Road
 Las Vegas, NV 89118
 Ph: 702-579-1700 • Fax: 469-621-5604
 FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** 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 & DHL** are included in this category due to their delivery procedures. (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 88.90	177.80
Special Handling Shipment.....	\$ 115.55	231.10
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 49.90	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after MARCH 12, 2013	\$ 22.25	44.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 21.10	42.20
Special Handling Shipment.....	\$ 27.40	54.80
Uncrated or Pad Wrapped Shipment	\$ 31.60	63.20
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 21.10	42.20
Special Handling Shipment.....	\$ 27.40	54.80
Uncrated or Pad Wrapped Shipment	\$ 31.60	63.20

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.1% Tax	N/A
		Total	

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. \$ 177.80
 52 lbs. charged @ 200 lbs. \$ 177.80
 65 lbs. charged @ 200 lbs. \$ 177.80 = \$533.40
- 1 Consolidated Shipment
 3 pieces (1 shipment)
 177 lbs. @ 200 lbs = \$177.80

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 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.

DESIRED NUMBER OF LABELS: _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE **MARCH 12, 2013**

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118

WAREHOUSE
EXHIBITS

ADP MEETING OF THE MINDS USER
CONFERENCE 2013

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE **MARCH 12, 2013**

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118

WAREHOUSE
EXHIBITS

ADP MEETING OF THE MINDS USER
CONFERENCE 2013

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE MARCH 12, 2013

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118

WAREHOUSE
SHOW MANAGEMENT

*ADP MEETING OF THE MINDS USER
CONFERENCE 2013*

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE MARCH 12, 2013

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118

WAREHOUSE
SHOW MANAGEMENT

*ADP MEETING OF THE MINDS USER
CONFERENCE 2013*

BOOTH # _____ NO. OF PIECES _____

CARRIER _____



FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

gray gaslift stool

24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair

26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool

17"W 16"L 36"H – N71092
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.



santana armchair
24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.

cherry barrel chair

Cranberry or Taupe
23"W 22"L 29"H – N71038
Traditional style in a cherry finish with classic fabric pattern options.



executive chair

Black Tweed
28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric
25"W 28"L 36"H – N710144
Comfortable, yet compact for office or conference table seating.





Soho Bistro Table (page 5)

black diamond stool

22"W 18"L 46"H – N71088



casey padded stool

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112



limerick® chair

By Herman Miller

Gray

18"W 18"L 33"H – C210108



signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair

Black

33"W 35"L 33"H – N71093



lounge seating



Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



glass conference table

Black or Chrome Pedestal
42"W 42"L 30"H – N72015
Rounded square glass top is supported by stylish metal frame in a choice of two colors.



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.



Milano Table (page 6)
Diplomat Chair (page 2)

metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.



soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Café	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Café	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Café	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103

office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



milano table

42"W 84"L 29"H

Blonde Top with Black Base – N72093

Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

hemingway writing table

Black

24"W 49"L 29"H – N720191



luna table

36"W 72"L 29"H

Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



Cherry Tables (page 4)

Cherry Barrel Chairs (page 2)

Black Table Lamp (page 10)

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H

Cherry – N74061

Oak – N74071



credenza

16"W 60"L 30"H

Cherry – N74064

Oak – N74074

bookcase

12"W 36"L 72"H

Cherry – N74065

Oak – N74075



display



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

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



tables (30" height)	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

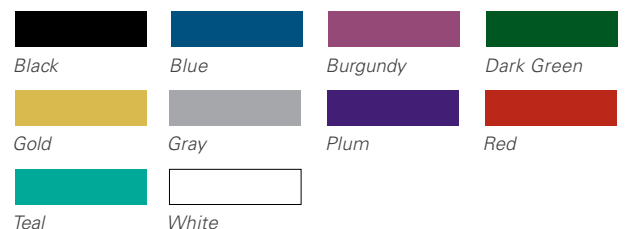


Table-top risers are also available in a variety of sizes. See order form for details.



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022

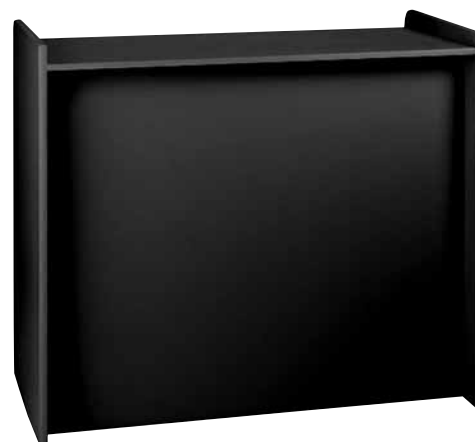


orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display counter

Black

24"W 49"L 42"H – N72056



accessories

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

a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

h. contempo trash receptacle

8"W 24"H

Black – N75053

Aluminum – N75054

wastebasket

Wastebasket color may vary.

C220107





e.



f.



g.



h.

small refrigerator*

19"W 19"L 34"H – N75057



file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



**floor-standing
bulletin board**

48"W 96"L 78"H – C10201484

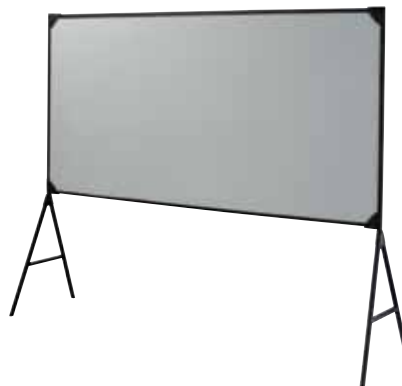


table lamp*

Black

25"H – N75052

special draping

(not pictured)

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

*Note: Electrical power must be ordered separately.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

FEBRUARY 22, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2						
___	N71092	Diva Counter Stool	191.75	210.95	268.45	_____
___	N71091	Diva Chair	166.75	183.45	233.45	_____
___	N710102	Santana Chair	166.75	183.45	233.45	_____
___	N710144	Diplomat Chair	233.00	256.30	326.20	_____
___	N71038	Cherry Barrel Chair	207.00	227.70	289.80	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	229.50	252.45	321.30	_____
___	N71047	Gray Gaslift Stool	212.75	234.05	297.85	_____
___	N71046	Gray Gaslift Chair w/Arms ..	219.50	241.45	307.30	_____
___	N71045	Gray Gaslift Chair	184.50	202.95	258.30	_____
___	N71044	Executive Chair	346.00	380.60	484.40	_____
___	N71089	Black Diamond Side Chair..	101.00	111.10	141.40	_____
___	N71090	Black Diamond Arm Chair..	131.50	144.65	184.10	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Page 3						
___	N71088	Black Diamond Stool	163.75	180.15	229.25	_____
___	C210108	Limerick® Chair..... by Herman Miller	65.00	71.50	91.00	_____
___	C210112	Casey Padded Stool	109.25	120.20	152.95	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING Page 3						
___	N73091	Signature Loveseat	575.00	632.50	805.00	_____
___	N71093	Signature Chair	430.50	473.55	602.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 4						
___	N72026	Cherry Cocktail Table.....	213.25	234.60	298.55	_____
___	N72027	Cherry End Table.....	186.50	205.15	261.10	_____
___	N72015	Glass Conference Table.....	216.50	238.15	303.10	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						
___	N72028	Metro Slate Cocktail Table...	207.75	228.55	290.85	_____
___	N72029	Metro Slate End Table.....	159.75	175.75	223.65	_____
___	C115103	Studio Black Cocktail Table.	90.50	99.55	126.70	_____
___	C115104	Studio Black End Table.....	80.00	88.00	112.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	131.75	144.95	184.45	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	154.00	169.40	215.60	_____
___	N72070	Black-top Bistro 24"W x 42"H	204.00	224.40	285.60	_____
___	N72067	Black-top Café Table 36"x30".	178.00	195.80	249.20	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	222.25	244.50	311.15	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	167.25	184.00	234.15	_____
___	N72064	Café Table 36"W x 30"H	176.00	193.60	246.40	_____
___	N720163	Bistro Table 30"W x 42"H	224.50	246.95	314.30	_____
___	N720164	Bistro Table 36"W x 42"H	245.75	270.35	344.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE Page 6						
___	N72093	Milano Table/Blonde Top	458.00	503.80	641.20	_____
___	N72092	Milano Table/Black Top	458.00	503.80	641.20	_____
___	N72094	Luna Table/Black Top	541.00	595.10	757.40	_____
___	N720191	Hemingway Writing Table	349.50	384.45	489.30	_____
___	N74061	Cherry Desk 5'	541.00	595.10	757.40	_____
___	N74065	Cherry Bookcase	374.50	411.95	524.30	_____
___	N74064	Cherry Credenza	441.00	485.10	617.40	_____
___	N74071	Oak Desk 5'	541.00	595.10	757.40	_____
___	N74075	Oak Bookcase	374.50	411.95	524.30	_____
___	N74074	Oak Credenza	441.00	485.10	617.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7						
___	N72056	Display Counter.....	374.50	411.95	524.30	_____
___	N75079	Orion Computer Kiosk.....	374.00	411.40	523.60	_____
___	N75030	Black Display Cube/Small.....	208.00	228.80	291.20	_____
___	N75031	Black Display Cube/Medium....	208.00	228.80	291.20	_____
___	N75032	Black Display/Large.....	208.00	228.80	291.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	184.00	202.40	257.60	_____
___	N75021	Black Display Cylinder/Med.	196.25	215.90	274.75	_____
___	N75022	Black Display Cylinder/Lg....	222.25	244.50	311.15	_____

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

ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: _____ X
 CONTACT NAME : _____ PHONE #: _____
 E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	102.00	112.20	142.80	_____
___	C130430	Draped Table 4'L x 30"H....	127.50	140.25	178.50	_____
___	C130630	Draped Table 6'L x 30"H....	152.25	167.50	213.15	_____
___	C130830	Draped Table 8'L x 30"H....	173.50	190.85	242.90	_____
___	C1240463	4th Side Drape 6'L x 30"H...	42.75	47.05	59.85	_____
___	C1240483	4th Side Drape 8'L x 30"H...	42.75	47.05	59.85	_____
___	C130342	Draped Counter 3'L x 42"H.	137.75	151.55	192.85	_____
___	C130442	Draped Counter 4'L x 42"H.	157.75	173.55	220.85	_____
___	C130642	Draped Counter 6'L x 42"H.	178.00	195.80	249.20	_____
___	C130842	Draped Counter 8'L x 42"H.	199.00	218.90	278.60	_____
___	C1240464	4th Side Drape 6'L x 42"H...	49.25	54.20	68.95	_____
___	C1240484	4th Side Drape 8'L x 42"H...	49.25	54.20	68.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	40.00	44.00	56.00	_____
___	C131430	Undraped Table 4'L x 30"H..	49.25	54.20	68.95	_____
___	C131630	Undraped Table 6'L x 30"H..	57.00	62.70	79.80	_____
___	C131830	Undraped Table 8'L x 30"H..	64.75	71.25	90.65	_____
___	C131342	Undraped Counter 3'Lx42"H	69.25	76.20	96.95	_____
___	C131442	Undraped Counter 4'Lx42"H	79.00	86.90	110.60	_____
___	C131642	Undraped Counter 6'Lx42"H	88.00	96.80	123.20	_____
___	C131842	Undraped Counter 8'Lx42"H	95.50	105.05	133.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	64.25	70.70	89.95	_____
___	C150610	Single Step Riser 6'L x 7"H	88.00	96.80	123.20	_____
___	C150810	Single Step Riser 8'L x 7"H	102.00	112.20	142.80	_____
___	C150414	Single Step Riser 4'L x14"H	68.25	75.10	95.55	_____
___	C150614	Single Step Riser 6'L x14"H	94.75	104.25	132.65	_____
___	C150814	Single Step Riser 8'L x14"H	107.25	118.00	150.15	_____
___	C150420	Double Step Riser 4'L	131.25	144.40	183.75	_____
___	C150620	Double Step Riser 6'L	161.50	177.65	226.10	_____
___	C150820	Double Step Riser 8'L	208.25	229.10	291.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	73.50	80.85	102.90	_____
___	C220118	Chrome Sign Holder	79.00	86.90	110.60	_____
___	N750135	Round Literature Rack	293.00	322.30	410.20	_____
___	N750136	Flat Literature Rack	207.75	228.55	290.85	_____
___	C220109	Chrome Coat Tree	55.00	60.50	77.00	_____
___	C220134	Chrome Easel	51.75	56.95	72.45	_____
___	C220110	Chrome Bag Rack	112.00	123.20	156.80	_____
___	N75053	Black Trash Receptacle	69.25	76.20	96.95	_____
___	N75054	Aluminum Trash Receptacle	69.25	76.20	96.95	_____
___	220107	Wastebasket	20.00	22.00	28.00	_____
___	220106	Corrugated Wastebasket....	15.00	16.50	21.00	_____
___	N75057	Small Refrigerator	295.00	324.50	413.00	_____
___	N75052	Black Table Lamp	86.75	95.45	121.45	_____
___	N74082	File Cabinet/2 Drawer	220.00	242.00	308.00	_____
___	N74081	File Cabinet/4 Drawer	303.00	333.30	424.20	_____
___	10201484	Bulletin Board	183.75	202.15	257.25	_____

Special Drape						
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	14.00	15.40	19.60	_____
___	12108	Special Drape 8'H (per ft.) ...	16.00	17.60	22.40	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8.1 % Tax Total Cost

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

FREEMAN furnishing essentials

Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 22, 2013



SELECT furnishings

seating

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

lisbon



chair

Black Leather
40" L 36" D 34" H – 81011



loveseat

Black Leather
64" L 36" D 34" H – 8303

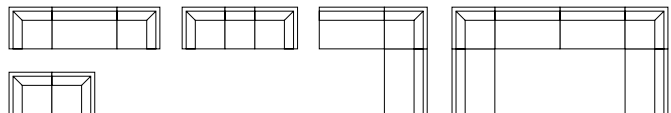


sofa

Black Leather
88" L 36" D 34" H – 8302

newport

possible configurations:



loveseat

Charcoal Leather
54" L 34" D 33" H – 8308



armless chair

Charcoal Leather
24" L 34" D 33" H – 8109



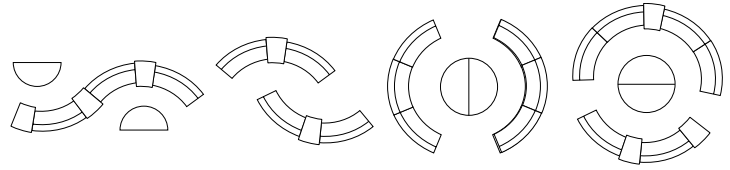
corner chair

Charcoal Leather
34" L 34" D 33" H – 81010

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa
Platinum Suede
 69"L 29"D 33"H – 8301



ottoman
Platinum Suede
 25"L 31"D 18"H – 8151

key west



loveseat
Black Fabric
 57"L 35"D 33"H – 8307



sofa
Black Fabric
 85"L 35"D 33"H – 8306



tub chair
Black Fabric
 31"L 31"D 31"H – 8103

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.



astro

chair

Beige Suede
36"L 36"D 29"H – 810809

sofa

Beige Suede
83"L 36"D 29"H – 83063



allegro

chair

Blue Fabric
36"L 34.5"D 30"H – 81019

sofa

Blue Fabric
73"L 34.5"D 29.5"H – 83015



marrakesh

chair

Beige Fabric
34"L 37"D 38"H – 810808

sofa

Beige Fabric
83"L 36"D 29"H – 83062



memphis

chair

Black Fabric
27.25"L 31.75"D 27.5"H – 810812

sofa (compact)

Black Fabric
55"L 31"D 28"H – 83064



roma

chair

White Vinyl
37"L 31"D 33"H – 81020

sofa

White Vinyl
78"L 31"D 33"H – 83016



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

casual seating

For a great variety of informal, modern seating options, look no further. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.

ottomans

square ottoman

Black Leather – 8154
White Leather – 8152
 40”L 40”D 17”H



bench ottoman

Black Leather – 8155
White Leather – 8153
 60”L 24”D 17”H



half round ottoman

White Leather – 81514
Black Leather – 81513
 72”L 36”D 17”H



vibe cube

Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
 18”L 18”D 18”H



leather cube

Black Leather – 81512
White Leather – 81511
 17”L 17”D 18”H



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

occasional chairs

t-vac chair

Translucent/Chrome
25"L 23"D 30"H – 8101



globus occasional chair

White Vinyl/Chrome
28"L 26"D 28"H – 810819



cappuccino chair

Chocolate Fabric
29"L 29"D 34"H – 8104



madrid chair

Black Leather
30"L 30"D 31"H – 8102



madrid chair

White Leather
30"L 30"D 31"H – 810816



stage chair

24"L 26"D 36"H

Onyx Velour – 8105



Camel Velour – 8106



Beige Velour – 8107



Red Velour – 8108



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

occasional chairs

panton chair

White Plastic

20"L 24"D 33"H – 81017



ICE side chair

Transparent/Chrome

17.25"L 20"D 32"H – 810814



new york chair

Onyx/Maple Wood/Chrome

23"L 32"D 33"H – 81090



iso mesh pull-up chair

Black Vinyl/Black Steel

26"L 24"D 38"H – 810707



manhattan chair

Oyster Velour/Black Steel

26"L 22"D 34"H – 810110



berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



jetson chair

Black Vinyl/Black Steel

19"L 18"D 31"H – 810702



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

conference chairs

luxor executive chair

Black Leather

27"L 28"D 47"H

Adjustable – 810807



tilt executive chair

Onyx Fabric

26"L 25"D 34"H – 81075



flex chair

Black Plastic/Chrome

24"L 22"D 31"H – 81018



altura conference/ guest chair

Black Fabric/Black Steel

25"L 20"D 34"H – 81063



perth highback chair

Black Leather/Chrome

23"L 21"D 43"H

Adjustable – 810813



altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

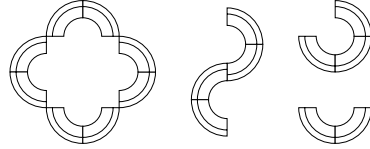
bars & barstools

martini bar

Grey metal rounded bar with frosted glass top and chrome legs
67" L 50" D 47" H – Radius 76.5" – 8501



possible configurations:



ohio barstool

Grey Fabric/Chrome – 810100
Red Fabric/Chrome – 810101
Black Fabric/Chrome – 810102
18" Round 31" H Adjustable



shark swivel barstool

White Plastic/Chrome
22" L 19" D 34-44" H
Adjustable – 810202



banana barstool

White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21" L 22" D 30" H



ICE barstool

Transparent/Chrome
16.75" L 16" D 37.75" H – 810815



gin barstool

Maple Wood/Chrome
16" L 16" D 29" H – 810505



jetson barstool

Black Vinyl/Black Steel
18" L 19" D 29" H – 810706



oslo barstool

Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17" L 20" D 30" H



Tables in coordinating colors are available upon request.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops and more.

occasional end & cocktail tables

silverado end table

Tempered Glass/Painted Steel
24" Round 22"H – 82015



silverado table

Tempered Glass/Painted Steel
36" Round 17"H – 82014



inspiration end table

Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023



inspiration table

Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022



geo end table

Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H



geo table

Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H



sydney end table

Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H



sydney table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H



conference tables

nova white oval table

White Laminate/Chrome
71"L 35.5"D 29"H – 82060



manhattan table

Glass/Black Steel
42" Round 29"H – 82033



geo conference table

Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

product display

etagere

Black – 850604
 Silver – 850605
 30" L 16" D 70" H



locking door pedestal

Black Laminate
 24" L 24" D 42" H – 85078



refrigerators

refrigerator*

White
 14.0 cubic feet
 20" L 30" D 65" H – 8503001



lighting

mason table lamp*

White/Brushed Silver
 16" D Round 26" H – 850707



mason floor lamp*

White/Brushed Silver
 18" D Round 55" H – 850708



*Electrical power must be ordered separately.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

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

Lisbon Group - Black Leather					
___	81011	Chair.....	458.00	503.80	641.20
___	8303	Loveseat.....	614.00	675.40	859.60
___	8302	Sofa.....	681.00	749.10	953.40
Newport Group - Charcoal Leather					
___	8308	Loveseat.....	621.00	683.10	869.40
___	8109	Armless Chair.....	353.50	388.85	494.90
___	81010	Corner Chair.....	412.50	453.75	577.50
South Beach Group - Platinum Suede					
___	8301	Sofa.....	599.00	658.90	838.60
___	8151	Ottoman.....	262.50	288.75	367.50
Key West Group - Black Fabric					
___	8307	Loveseat.....	488.50	537.35	683.90
___	8306	Sofa.....	540.00	594.00	756.00
___	8103	Tub Chair.....	375.50	413.05	525.70
Astro Group - Beige Suede					
___	810809	Chair.....	425.50	468.05	595.70
___	83063	Sofa.....	634.00	697.40	887.60
Allegro Group - Blue Fabric					
___	81019	Chair.....	473.00	520.30	662.20
___	83015	Sofa.....	755.00	830.50	1057.00
Marrakesh Group - Beige Fabric					
___	810808	Chair.....	406.00	446.60	568.40
___	83062	Sofa.....	569.00	625.90	796.60
Memphis Group - Black Fabric					
___	810812	Chair.....	414.50	455.95	580.30
___	83064	Sofa.....	577.00	634.70	807.80
Roma Group - White Vinyl					
___	81020	Chair.....	529.00	581.90	740.60
___	83016	Sofa.....	812.00	893.20	1136.80

CASUAL SEATING

Ottomans					
___	8154	Square - Black Leather.....	299.50	329.45	419.30
___	8152	Square - White Leather.....	299.50	329.45	419.30
___	8155	Bench - Black Leather.....	360.00	396.00	504.00
___	8153	Bench - White Leather.....	360.00	396.00	504.00
___	81513	Half Round - Black Leather.....	375.50	413.05	525.70
___	81514	Half Round - White Leather.....	375.50	413.05	525.70
Cubes					
___	81518	Vibe - Blue Vinyl.....	134.50	147.95	188.30
___	81520	Vibe - Pink Vinyl.....	134.50	147.95	188.30
___	81519	Vibe - Red Vinyl.....	134.50	147.95	188.30
___	81517	Vibe - Yellow Vinyl.....	134.50	147.95	188.30
___	81511	White Leather.....	104.25	114.70	145.95
___	81512	Black Leather.....	104.25	114.70	145.95
Occasional Chairs					
___	8101	T-Vac - Translucent/Chrome.....	293.00	322.30	410.20
___	810819	Globus Occasional - White.....	249.50	274.45	349.30
___	8104	Cappuccino Chair.....	299.50	329.45	419.30
___	8102	Madrid - Black Leather.....	749.00	823.90	1048.60
___	810816	Madrid - White Leather.....	749.00	823.90	1048.60
___	8105	Stage Chair - Onyx Velour.....	173.50	190.85	242.90
___	8106	Stage Chair - Camel Velour.....	173.50	190.85	242.90
___	8107	Stage Chair - Beige Velour.....	173.50	190.85	242.90
___	8108	Stage Chair - Red Velour.....	173.50	190.85	242.90
___	81017	Panton Chair - White.....	180.00	198.00	252.00
___	810814	ICE Side Chair-Transparent.....	197.50	217.25	276.50
___	81090	New York Chair.....	178.00	195.80	249.20

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

Occasional Chairs (continued)					
___	810707	ISO Mesh Pull-up Chair.....	286.50	315.15	401.10
___	810110	Manhattan Chair - Oyster.....	208.25	229.10	291.55
___	810811	Berlin Stack Chair - Red/White.....	102.00	112.20	142.80
___	810810	Berlin Stack Chair - Black/White.....	102.00	112.20	142.80
___	810702	Jetson Chair - Black.....	178.00	195.80	249.20
Conference Chairs					
___	810807	Luxor Executive Chair.....	397.00	436.70	555.80
___	81075	Tilt Executive Chair.....	293.00	322.30	410.20
___	81018	Flex Chair w/wheels.....	147.50	162.25	206.50
___	81063	Altura Conf/Guest Chair.....	299.50	329.45	419.30
___	810813	Perth Highback Chair.....	414.50	455.95	580.30
___	81073	Altura Jr Exec Chair/Mid Back.....	330.00	363.00	462.00
Bars & Barstools					
___	8501	Martini Bar.....	1313.00	1444.30	1838.20
___	810100	Ohio Barstool - Grey.....	162.75	179.05	227.85
___	810101	Ohio Barstool - Red.....	162.75	179.05	227.85
___	810102	Ohio Barstool - Black.....	162.75	179.05	227.85
___	810202	Shark Barstool - White.....	317.00	348.70	443.80
___	810103	Banana Barstool - White.....	178.00	195.80	249.20
___	810104	Banana Barstool - Black.....	178.00	195.80	249.20
___	810815	ICE Barstool - Transparent.....	210.50	231.55	294.70
___	810505	Gin Barstool - Maple.....	158.50	174.35	221.90
___	810706	Jetson Barstool - Black.....	247.50	272.25	346.50
___	810200	Oslo Barstool - Blue.....	225.75	248.35	316.05
___	810201	Oslo Barstool - White.....	225.75	248.35	316.05

TABLES, LIGHTING & MORE

Occasional End & Cocktail Tables					
___	82015	Silverado End Table - 22"H.....	240.75	264.85	337.05
___	82014	Silverado Table - 17"H.....	256.00	281.60	358.40
___	82025	Geo End Table - Black.....	217.00	238.70	303.80
___	82035	Geo End Table - Chrome.....	184.50	202.95	258.30
___	82024	Geo Table - Black.....	240.75	264.85	337.05
___	82034	Geo Table - Chrome.....	204.00	224.40	285.60
___	82023	Inspiration End Table.....	278.00	305.80	389.20
___	82022	Inspiration Table.....	293.00	322.30	410.20
___	82054	Sydney End Table - Black.....	223.50	245.85	312.90
___	82055	Sydney End Table - White.....	223.50	245.85	312.90
___	82052	Sydney Table - Black.....	271.25	298.40	379.75
___	82053	Sydney Table - White.....	271.25	298.40	379.75
Conference Tables					
___	82060	Nova White Oval Table.....	543.00	597.30	760.20
___	82033	Manhattan Table - 29"H.....	286.50	315.15	401.10
___	82041	Geo Conf Table - Black.....	406.00	446.60	568.40
___	82051	Geo Conf Table - Chrome.....	362.50	398.75	507.50
Product Display					
___	850604	Etagere - Black.....	297.50	327.25	416.50
___	850605	Etagere - Silver.....	297.50	327.25	416.50
___	85078	Locking Door Pedestal.....	442.50	486.75	619.50
Refrigerator					
___	8503001	Refrigerator White/14 cu ft.....	742.00	816.20	1038.80
Lighting					
___	850707	Mason Table Lamp.....	147.50	162.25	206.50
___	850708	Mason Floor Lamp.....	219.25	241.20	306.95

TOTAL COST			
Sub-Total	+ Tax (8.1%)	N/A	= TOTAL

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

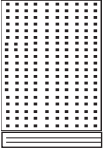
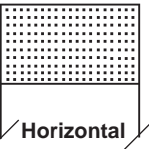
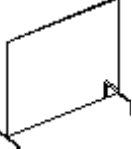
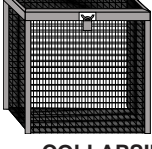


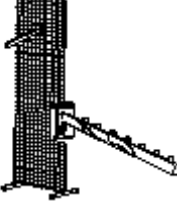


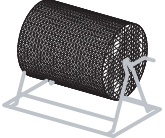
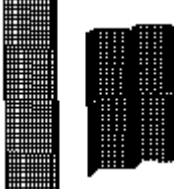

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

ACCESSORIES

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201178	1M x 8'H Single Side-Vert.....	202.25	222.50	283.15	_____
_____	10201182	1/2M x 8'H Single Side-Vert.....	152.25	167.50	213.15	_____
_____	10201480	4' x 8' Single Side-Horz.....	202.25	222.50	283.15	_____
_____	102040	4" Single Hook.....	2.65	2.90	3.70	_____
_____	102060	6" Single Hook.....	2.65	2.90	3.70	_____
_____	102080	8" Single Hook.....	2.65	2.90	3.70	_____
_____	10205	12" Shelf Bracket.....	16.75	18.45	23.45	_____
_____	10207	7-Ball Waterfall.....	31.25	34.40	43.75	_____
GRIDS						
_____	103028	Chrome Grid.....	86.75	95.45	121.45	_____
_____	103010	Black Grid.....	86.75	95.45	121.45	_____
_____	103011	White Grid.....	86.75	95.45	121.45	_____
_____	103040	Grid Legs - Chrome.....	25.50	28.05	35.70	_____
_____	103041	Grid Legs - Black.....	25.50	28.05	35.70	_____
_____	103042	Grid Legs - White.....	25.50	28.05	35.70	_____
_____	103030	Grid Connectors.....	31.25	34.40	43.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
_____	10303	3-Ball Waterfall.....	26.25	28.90	36.75	_____
_____	10305	5-Ball Waterfall.....	28.00	30.80	39.20	_____
_____	10307	7-Ball Waterfall.....	31.25	34.40	43.75	_____
_____	10309	Cleaver Clip.....	5.15	5.65	7.20	_____
_____	103044	4" Single Hook.....	2.65	2.90	3.70	_____
_____	103046	6" Single Hook.....	2.65	2.90	3.70	_____
_____	103048	8" Single Hook.....	2.65	2.90	3.70	_____
ACCESSORIES						
_____	151010	Collapsible Security Contr.	304.00	334.40	425.60	_____
_____	15905	Fish Bowl.....	29.50	32.45	41.30	_____
_____	159011	Ticket Tumbler - Small.....	111.50	122.65	156.10	_____
_____	10405	Garment Rack.....	121.50	133.65	170.10	_____
_____	10404	4-way Slant Arm.....	152.25	167.50	213.15	_____
_____	10403	2-way Straight Arm.....	121.00	133.10	169.40	_____
TOTAL COST						
Sub-Total _____			+ Tax (8.1%) _____		= TOTAL _____	

Don't see what you need?
Please call Exhibitor Services Representative at 702-579-1700.

F R E E M A N

6555 West Sunset Road
 Las Vegas, NV 89118
 Ph: 702-579-1700 • Fax: 469-621-5604
 FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

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.**

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

Qty	Part#	Description	Advance Price	Show Site Price	Total
-----	-------	-------------	---------------	-----------------	-------

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

_____	610100	Booth Vacuuming - One Time	\$0.38	\$0.55	\$ _____
_____	610200	Booth Vacuuming - 2 Days	\$0.71	\$1.00	\$ _____
_____	610300	Booth Vacuuming - 3 Days (Duration of Show)	\$1.04	\$1.45	\$ _____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty	Part#	Description	Advance Price	Show Site Price	Total
-----	-------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time	\$0.62	\$0.85	\$ _____
-------	--------	---------------------------------	--------------	--------	----------

PORTER SERVICE (per day)

Qty	Part#	Description	Advance Price	Show Site Price	Total
-----	-------	-------------	---------------	-----------------	-------

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

_____	620500	Exhibit Area / Under 500 sq. ft.	\$113.25	\$158.55	\$ _____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	\$140.75	\$197.05	\$ _____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	\$164.75	\$230.65	\$ _____
_____	6203500	Exhibit Area / Over 2,500 sq. ft.	\$190.25	\$266.35	\$ _____

TOTAL COST

Sub-Total _____ + Tax (8.1%) **N/A** = TOTAL _____

FREEMAN cleaning



RENTAL exhibits



Package 1

#1710500



Package 1 upgraded with graphics and cabinet



Package 2

#1710300



Package 2 upgraded with graphics and cabinet



Package 3

#1710400



Package 3 upgraded with graphics and cabinet



Package 4

#1710201



Package 4 upgraded with graphics and cabinet



Package 5

#17101000



Package 5 upgraded with graphics and cabinet



Package 6

#17103000



Package 6 upgraded with graphics and cabinet

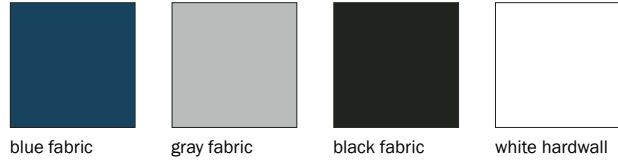
Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts

Questions? All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

Carpet Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Carpet Color Options - Prestige Carpet



Questions?

All packages can be customized or modified. To speak to a rental exhibit specialist call the number listed on Quick Facts. For additional custom examples click on the link below.

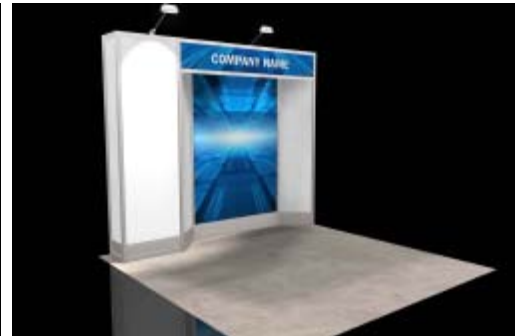
Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	\$3,294.00	\$4,611.60	<input type="checkbox"/> 10' x 20'	\$5,405.00	\$7,567.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	\$2,241.00	\$3,137.40	<input type="checkbox"/> 10' x 20'	\$3,717.00	\$5,203.80	_____
Package 3	<input type="checkbox"/> 10' x 10'	\$3,149.00	\$4,408.60	<input type="checkbox"/> 10' x 20'	\$4,625.00	\$6,475.00	_____
Package 4	<input type="checkbox"/> 10' x 10'	\$3,876.00	\$5,426.40	<input type="checkbox"/> 10' x 20'	\$7,063.00	\$9,888.20	_____
Package 5	<input type="checkbox"/> 10' x 10'	\$2,721.00	\$3,809.40	<input type="checkbox"/> 10' x 20'	\$4,525.00	\$6,335.00	_____
Package 6	<input type="checkbox"/> 10' x 10'	\$2,590.00	\$3,626.00	<input type="checkbox"/> 10' x 20'	\$3,826.00	\$5,356.40	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

Blue Fabric Gray Fabric Black Fabric White Hardwall White Perfbord

CARPET

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

Check color choice

Black Blue Burgundy Gray Green
 Plum Red Teal Tuxedo

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

LIGHTING

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

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

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

Slatwall & Shelves Cabinets & Counters Specialty Colored Metal
 Colored Panels Creating a Custom Exhibit Graphics & Custom Logo

TOTAL COST

Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

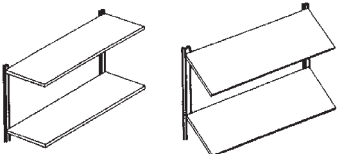
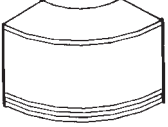
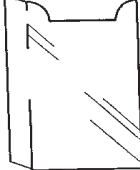
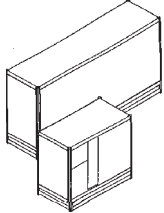
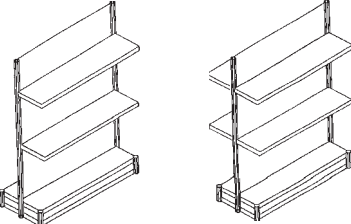
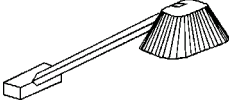



CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<p>STRAIGHT AND ANGLED SHELVES</p> 	<p>RADIUS COUNTER (Does Not Have Doors)</p> 	<p>LITERATURE POCKETS (Plexiglass)</p> 	<p>COUNTERS & CABINETS</p> 
<p>GONDOLAS</p> 	<p>(Lights may only be used on rentals. Electrical service & labor to install lights is not included.)</p> <p>STEM LIGHT</p>  <p>TRACKLIGHT</p> 	<p>WIRE WALL PANELS (Available in Black or White) Usable Surface: 36" w x 86" h Overall Size: 41-3/16" w x 96" h x 28" d</p> 	<p>SLAT WALL PANELS (Available in White) Usable Surface: 37-1/2" x 86-1/4" Overall Size: 41-3/16" w x 96" h x 28" d</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Stem Light	155.00	217.00	___
___	172514	4' Tracklight (3 lights).....	309.00	432.60	___
CABINETS & COUNTERS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet	649.00	908.60	___
___	17306	1M x 42" High Counter.....	732.00	1024.80	___
___	17308	2M x 36" High Cabinet	1046.00	1464.40	___
___	17309	2M x 42" High Counter	1130.00	1582.00	___
___	173010	1M x 36" High Radius Cabinet .	1151.00	1611.40	___
___	173011	1M x 42" High Radius Counter .	1251.00	1751.40	___
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	377.50	528.50	___
___	174542	Double Sided 1M x 4' High.....	502.00	702.80	___
___	174581	Single Sided 1M x 8' High.....	460.00	644.00	___
___	174582	Double Sided 1M x 8' High.....	586.00	820.40	___
SHELVES					
___	17201	Straight Shelf - 1M.....	55.75	78.05	___
___	17206	Angled Shelf - 1M	55.75	78.05	___

Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(290428) LV-H1 12/13

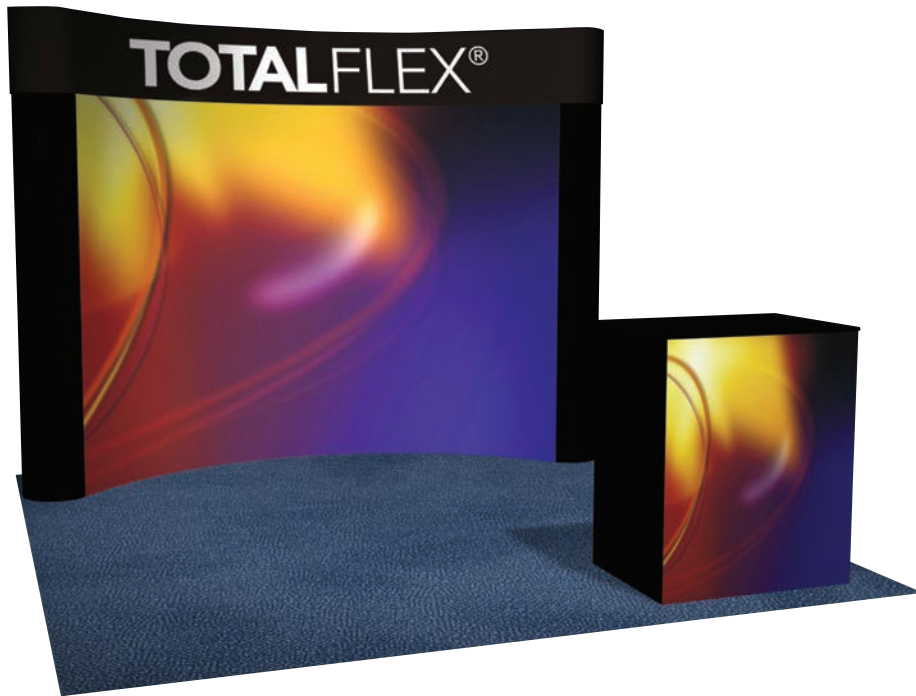
Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall.....	502.00	702.80	___
___	17353	3-Ball Waterfall	27.25	38.15	___
___	17355	5-Ball Waterfall	29.00	40.60	___
___	17357	7-Ball Waterfall	32.25	45.15	___
___	173510	Cleaver Clip.....	5.35	7.50	___
___	1735468	4" Single Hook.....	2.75	3.85	___
___	1735468	6" Single Hook.....	2.75	3.85	___
___	1735468	8" Single Hook.....	2.75	3.85	___
SLAT WALL					
___	1736100	1M x 8' High Slat Wall	377.50	528.50	___
___	173650	1/2M x 8' High Slat Wall.....	283.00	396.20	___
___	173611	Slat Wall Shelf	91.75	128.45	___
___	17365	5-Ball Waterfall	32.25	45.15	___
LITERATURE POCKET					
___	174015	For 8 1/2 x 11 Literature	31.75	44.45	___
TOTAL COST					
Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____					

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

FREEMAN exhibit accessories

TOTALFLEX®

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

floor units

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

table top units

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

*Graphic design elements are priced separately and not included with exhibit order.



FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

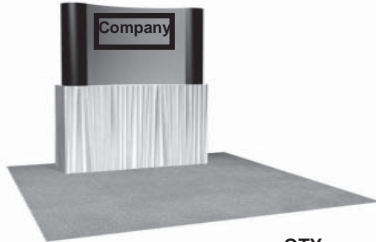
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,209.00	\$1,692.60	_____	_____
40" H x 8' W	\$1,358.00	\$1,901.20	_____	_____

PURCHASE*				
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,416.00	\$1,982.40	_____	_____
40" H x 8' W	\$1,551.00	\$2,171.40	_____	_____

*Shipping Not Included

Rental Units Include:
Draped Table (Select color below)
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver
Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: Blue Black Burgundy
 Green Gray Plum Red Teal Tuxedo

Table Drape:
 Black Blue Burgundy Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
8' H x 8' W	\$1,813.00	\$2,538.20	_____	_____
8' H x 10' W	\$2,109.00	\$2,952.60	_____	_____

PURCHASE*				
Size	Discount Price	Standard Price		
8' H x 8' W	\$2,723.00	\$3,812.20	_____	_____
8' H x 10' W	\$3,130.00	\$4,382.00	_____	_____

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium (8'H x 10'W unit only)
2-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver
Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: Blue Black Burgundy
 Green Gray Plum Red Teal Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES		RENTAL			PURCHASE				
Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$184.00	\$257.60	_____	_____	\$236.50	\$331.10	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$ 94.50	\$132.30	_____	_____	\$173.25	\$242.55	_____
1715802	Straight Shelf	_____	\$ 72.50	\$101.50	_____	_____	\$120.75	\$169.05	_____
1715803	Angle Shelf	_____	\$ 72.50	\$101.50	_____	_____	\$120.75	\$169.05	_____

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST

Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____



digital graphics



creating visual excitement

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

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

F R E E M A N

6555 West Sunset Road
 Las Vegas, NV 89118
 (702) 579-1700 Fax: (469) 621-5604
 FreemanLasVegasES@freemanco.com

DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 22, 2013

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

GRAPHICS & SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 14.00 per sq. ft. discount price
 x or = \$ _____
 \$ 21.00 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	41.50	62.25 =	_____
7" x 22" @ _____	49.00	73.50 =	_____
7" x 44" @ _____	59.75	89.65 =	_____
9" x 44" @ _____	65.25	97.90 =	_____
11" x 14" @ _____	51.00	76.50 =	_____
14" x 22" @ _____	59.75	89.65 =	_____
14" x 44" @ _____	82.50	123.75 =	_____
22" x 28" @ _____	82.50	123.75 =	_____
28" x 44" @ _____	168.50	252.75 =	_____
20" x 60" @ _____	163.00	244.50 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST		
Sub-Total	+	8.1 % Tax = Total Cost

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (702) 579-1700 for assistance.



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.freemanco.com.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ORDER FORM
DEADLINE DATE
FEBRUARY 22, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 94.50	\$ 122.85
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 155.50	\$ 202.15

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

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

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

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

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

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

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

Bill To: _____

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

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

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

FREEMAN installation & dismantle

FREEMAN

6555 West Sunset Road
 Las Vegas, NV 89118
 Ph: 702-579-1700 • Fax: 469-621-5604
 FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADP MEETING OF THE MINDS USER CONFERENCE 2013 / MARCH 17-19, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

FORKLIFT EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 185.00	\$ 240.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	293.00	380.90
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	202.75	263.60
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	311.00	404.30
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	228.00	296.40
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	337.50	438.75
304040	Forklift w/operator - 4-Stage - ST.....	274.25	356.55
304041	Forklift w/operator - 4-Stage - OT.....	420.00	546.00

RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 97.50	\$ 126.75
3020201	Rigger Foreman - OT.....	158.50	206.05
3020100	Rigger - ST.....	94.50	122.85
3020101	Rigger - OT.....	155.50	202.15

VEHICLE SPOTTING			
257024	Vehicle Spotting (Each Way).....	\$ 109.00	

INSTALLATION

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

DISMANTLE

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

FREEMAN forklift equipment & labor

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 03/03/13



ELECTRICAL EXHIBITION SERVICES
 6705 S. Eastern Ave., Las Vegas, NV. 89119
 Ph: (702)385-6911 Fax: (702)385-1810
 lasvegas@edlen.com

COMPANY:	<input type="text"/>	BTH #	<input type="text"/>
EVENT:	ADP MOTM 2013		
FACILITY:	WYNN		
DATES:	MARCH 17 - 19, 2013	EVENT#	033005LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. Call for quote. Arm lights can only be installed on a hard wall structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	95.00	143.00	_____
1000 WATTS (10 AMPS)	_____	_____	169.00	254.00	_____
1500 WATTS (15 AMPS)	_____	_____	194.00	291.00	_____
2000 WATTS (20 AMPS)	_____	_____	220.00	330.00	_____
MISC. REQUIREMENTS					
_____	_____	_____	.00	.00	_____
_____	_____	_____	.00	.00	_____
_____	_____	_____	.00	.00	_____

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

ARM LIGHT (Only mounts to hard wall structures)	_____	_____	125.00	188.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	_____	125.00	188.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	_____	165.00	210.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS	_____	_____		21.00	_____
POWER STRIPS	_____	_____		21.00	_____

ELECTRICAL LABOR

OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	_____		190.00	_____
---	-------	-------	--	--------	-------

PLACE TOTAL HERE

COMPANY:	<input type="text"/>	BOOTH #:	<input type="text"/>
AUTHORIZED SIGNATURE:	<input type="text"/>		
PRINT NAME:	<input type="text"/>	DATE:	<input type="text"/>

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

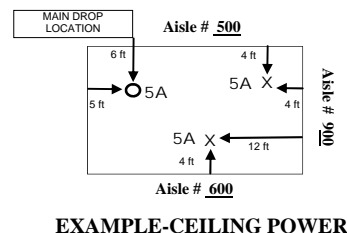
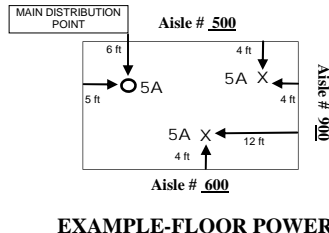
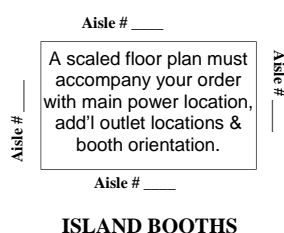
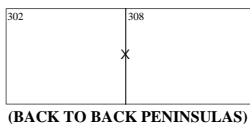
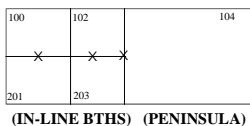
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. 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. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen'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 Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR FORM

(Page 1 of 2)

Advance Payment Deadline Date: 03/03/13



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	ADP MOTM 2013		
FACILITY:	WYNN LAS VEGAS		
DATES:	MARCH 17-19, 2013	EVENT#	033005LV

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

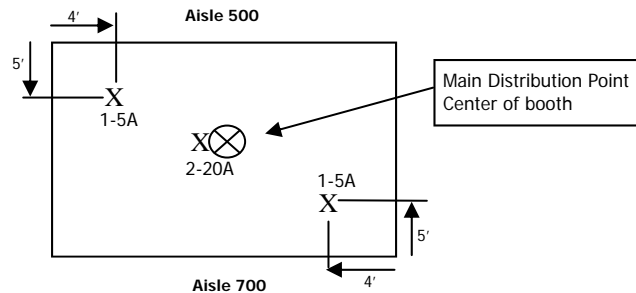
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|--|
| 1. Electrical distribution under carpet and flooring. | 5. Wiring of overhead signs. |
| 2. Electrical distribution overhead and/ or through booth structure. | 6. Condor (for installation of electrical signs and/or rotators). |
| 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. | 7. Forklift (for installation of electrical headers and/or light boxes). |
| 4. Lighting used as spot or flood lights. | 8. Assembly and hanging of all static lighting and truss. |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
Contact Name _____
Contact Company _____
Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

(Page 2 of 2)

Advance Payment Deadline Date: 03/03/13



ELECTRICAL EXHIBITION SERVICES
 6705 S. Eastern Ave., Las Vegas, NV 89119
 Ph: (702) 385-6911 Fax: (702) 385-1810
 lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	ADP MOTM 2013		
FACILITY:	WYNN LAS VEGAS		
DATES:	MARCH 17-19, 2013	EVENT#	033005LV

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 95.00 per hour
 Monday-Friday 8:00am - 5:00pm, excluding holidays
 Overtime 190.00 per hour
 Monday-Friday 5:00pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 210.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03-03-13



ELECTRICAL EXHIBITION SERVICES
 6705 S. Eastern Ave., Las Vegas, NV, 89119
 Ph: (702)385-6911 Fax: (702)385-1810
 lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	ADP MOTM 2013		
FACILITY:	WYNN		
DATES:	MARCH 17 - 19, 2013	EVENT#	033005LV

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
SIGNATURE:		PRINT NAME:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214
ACH Direct Deposit
 ABA# 125000024 Acct: 33855214

* 25\$ processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA

MASTERCARD

AMX

DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:				CITY:				ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

 AUTHORIZED SIGNATURE

 PRINT NAME

 DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

EXHIBITOR ORDER FORM

Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
23" LCD Screen with Tabletop Stand		\$ 200.00		\$ 0.00
32" LCD Screen with Tabletop Stand		\$ 250.00		\$ 0.00
42" LCD Screen with Floor Stand		\$ 450.00		\$ 0.00
50" Plasma Screen with Floor Stand		\$ 500.00		\$ 0.00
60" Plasma Screen with Floor Stand		\$ 550.00		\$ 0.00
70" HD Display Screen/Call EPS for Stand options		\$ 1,155.00		\$ 0.00
80" HD Display Screen/Call EPS for Stand options		\$ 1,350.00		\$ 0.00
				
Video Projection	Qty.	Daily Rate	# of Days	Total
Sanyo PLC XP41 (3.3K Lumens, XGA, 1024x768)		\$ 500.00		\$ 0.00
Sanyo PLC XP57 (5.5K Lumens, XGA, 1024x768)		\$ 750.00		\$ 0.00
Sanyo PLC XP200L (7K Lumens, XGA, 1024x768)		\$ 900.00		\$ 0.00
Christie LX 100 (10,000 Lumens, XGA, 1024x768)		\$ 1,200.00		\$ 0.00
Cradle Screen 10'		\$ 125.00		\$ 0.00
Tripod Projection Screen 8'		\$ 80.00		\$ 0.00
				
Video Equipment	Qty.	Daily Rate	# of Days	Total
VHS/DVD Player		\$ 75.00		\$ 0.00
VHS PAL/SECAM Video Cassette Player		\$ 200.00		\$ 0.00
Sony Beta SP Player w/ 8" Monitor (1800 or 2800)		\$ 450.00		\$ 0.00
				
Data/Video Interface	Qty.	Daily Rate	# of Days	Total
Extron Video Distribution Amplifier (1 in x 4 out)		\$ 80.00		\$ 0.00
Extron VGA Switcher (Standard, 1 x 4 or 1 x 6)		\$ 100.00		\$ 0.00
Folsum Presentation Pro Video Switcher w/ 8" Monitor		\$ 425.00		\$ 0.00
Panasonic Video Switcher (MX-70)		\$ 550.00		\$ 0.00
				
Audio	Qty.	Daily Rate	# of Days	Total
Powered Speakers on Stands (Pair)		\$ 275.00		\$ 0.00
Powered Speaker on Stand		\$ 175.00		\$ 0.00
Wired Microphone on Stand		\$ 60.00		\$ 0.00
Wireless Microphone on Stand (Lavalier or Handheld)		\$ 175.00		\$ 0.00
CD Player		\$ 55.00		\$ 0.00
12 Channel Audio Mixer		\$ 100.00		\$ 0.00
iPod/Computer Connection		\$ 35.00		\$ 0.00
				

Banners	Qty.	Daily Rate	# of Days	Total
10' x 10' and under		\$ 150.00		\$ 0.00
10' or over — Call for quote		\$ 0.00		\$ 0.00
A/V Support	Qty.	Daily Rate	# of Days	Total
Elmo HV-5100XG Visual Presenter (Document Camera)		\$ 225.00		\$ 0.00
Overhead Projector Package (Includes Draped Cart & Tripod Screen)		\$ 150.00		\$ 0.00
Speaker Timer		\$ 200.00		\$ 0.00
Wireless Mouse*		\$ 35.00		\$ 0.00
Laser Pointer*		\$ 35.00		\$ 0.00
34" or 42" Skirted Cart		\$ 40.00		\$ 0.00
Flip Chart w/ Pad & Markers		\$ 60.00		\$ 0.00
Flip Chart w/ Adhesive Flip Chart Pads & Markers		\$ 85.00		\$ 0.00
Rolling White Board (6' x 4' w/ Markers; Cork on one side)		\$ 65.00		\$ 0.00
Slide Projector (Includes Draped Cart & Tripod Screen)		\$ 260.00		\$ 0.00
*If items are not returned, a \$125 fee will be applied to the final bill.				0.00
Cable TV	Qty.	Daily Rate	# of Days	Total
Basic Cable with Tuner - Standard Definition		\$ 150.00		\$ 0.00
Power	Qty.	Daily Rate	# of Days	Total
For Power Options contact Production Services: 702.770.2860		\$ 0.00		\$ 0.00



Order Information

Phone:

Fax:

Email:

TOTAL
\$ 0.00

Event Name _____ Event Dates _____

Company Name _____ Company Contact _____

Cardholder's Name _____

Cardholder's Address _____

Phone Number _____ Fax Number _____

Credit Card Number _____ Exp. Date _____

Signature _____ Card Type American Express VISA MasterCard
 Discover Other _____

Billing Address _____

Email Address _____ On Site Contact _____

Delivery Location _____ Booth Number _____

Delivery and Pick Up: Day _____ Date _____

Delivery Time _____ EPS Contact _____



Wynn/Encore Las Vegas Telecommunications/PABX Use Only	
Received Date	_____
Received Time	_____
Install Date	_____
Assigned To	_____
Comments	

REQUEST FOR VOICE SERVICES

- This completed form along with a room/booth layout showing drop locations should be faxed to Wynn/Encore Las Vegas Telecommunications/PABX Services FAX 702-770-1568 PHONE 702-770-2330 3131 Las Vegas Blvd. South, Las Vegas, Nevada 89109
- If other special telecommunication equipment or voice services are required which are not detailed on this form, please fax along with this request.
- Orders will be fulfilled in the order they were received.

Event Name _____			
Contact _____		E-Mail _____	
Telephone Number _____		Fax Number _____	
Address _____			
City _____		State _____	Zip Code _____
Group _____		Room/Booth _____	
Install Date _____	Install Time _____	Remove Date _____	Remove Time _____

ALL INFORMATION ABOVE MUST BE COMPLETED IN ORDER TO PROCESS REQUEST

Voice Services (Per Event)	Quantity			Cost	Total
	Restricted In-House Only	Restricted Local & Toll Free Only	Unrestricted Long Distance		
Standard Telephone (Two-Lines)				\$ 250.00	
Additional Rollover Line (Multi-line up to 24 lines)				\$ 100.00	
Additional Extension (Same Phone)				\$ 150.00	
Fax/Modem Line (Line ONLY – does not include machine)				\$ 250.00	
Phone Long Distance Access Security Code				\$ 50.00	
Polycom Speaker Phone (\$500 refundable deposit required)				\$ 375.00	
Relocation / Change Fee				\$ 100.00	
T-1 extended from demark <small>(Customer must order T-1 from Sprint or other vendor. Vendor can only drop T-1 to demarcation point in Technology Center)</small>	 	 		\$ 500.00	
Other				\$	

GRAND TOTAL

All Telephone Equipment must be returned to Wynn/Encore Las Vegas Telecommunications/PABX Department

Name of Cardholder _____	
Credit Card Number _____	Expiration Date _____
Type of Card <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> Other _____	
Wynn/ Encore Las Vegas Master Account Number _____	
Card Holder Signature/Agreement _____	

I authorize the charges detailed within this request form to be charged to my credit card listed here. By signing I also agree that I have read and agree to the terms and conditions set forth for these services by Wynn/ Encore Las Vegas Telecommunications/PABX Department.

TERMS AND CONDITIONS

- a) Client agrees not to misuse Wynn/ Encore Las Vegas Telecommunications equipment. Wynn/ Encore Las Vegas Telecommunications/PABX Department reserves the right to disconnect any client if they are found to have violated this usage agreement.
- b) Wynn/Encore Las Vegas Telecommunications/PABX is not responsible for the loss or damage to any equipment provided by a client or a third party.
- c) CANCELLATION POLICY Any order or portion of an order that is cancelled by the customer after Wynn/Encore Las Vegas Telecommunications/PABX Department has completed processing said order, will be subject to a cancellation fee of 10% of the cancelled portion. When installation of the ordered services has been completed, no canceled order will receive a refund of any percentage of the canceled portion.
- d) Choice of Law: Wynn/Encore/ Encore Las Vegas Telecommunications/PABX Department is a department of Wynn/ Encore Las Vegas, a Nevada Limited Liability Company. This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the exclusive place of venue and jurisdiction shall be the county of Clark in the State of Nevada.
- e) Modification: This agreement shall not be modified or amended by the parties except by written instrument signed by the parties.
- f) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- g) Acceptance of Terms: Clients expressly acknowledges by receipt of Services and/or Products delivered by Wynn/Encore Las Vegas Telecommunications/PABX Department to Client or its designee, to the terms and conditions herein contained.
- h) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- i) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment accessories, remote controls, cables, knobs, switches, and cases are included in equipment responsibility.
- j) Equipment procedures:
 - 1) Phone instruments will be delivered to your location.
 - 2) Exhibitors will be responsible for the protection of any equipment rented from Wynn/Encore Las Vegas Telecommunications/PABX and will ensure that all equipment is returned to Wynn/Encore Las Vegas Telecommunications/PABX. Wynn/Encore Las Vegas Telecommunications/PABX reserves the right to charge the customer for any lost equipment.
 - 3) Rental equipment provided by Wynn/Encore Las Vegas Telecommunications/PABX Department for this order will remain the property of Wynn/Encore Las Vegas Telecommunications/PABX Department.
 - 4) Only Wynn/Encore Las Vegas Telecommunications/PABX or Wynn/Encore Las Vegas EPS personnel are authorized to modify system wiring or cabling within the facility.
 - 5) All equipment must comply with F.C.C. regulations.
 - 6) Long distance service is provided by Sprint

PHONE USAGE CHARGES

Long distance and phone usage are billed by Resort through Sprint. Standard phone usage charges applied are as follows:

"There will be a \$1.00 access surcharge for credit card, collect, and third party calls (in addition to the actual cost of the calls). Local and Toll-Free Calls (800, 888, 877, and 866 prefixes): \$1.25 per call for the first 30 minutes and \$0.15 per minute for each additional minute.

All direct dialed Long Distance and International calls will be charged Sprint Operator Assisted rates plus a hotel surcharge of 45%.

Directory Assistance: \$1.50 (Local or Long Distance)

Operator Services for this phone are provided by: ASC Telecom, P.O. Box 709 Winona, MN 55987-0709

Any complaints regarding telephone charges and services can be directed to:

The Federal Communications Commissions
Common Carrier Bureau, Enforcement Division
445 12th Street, SW
Washington DC 20554

It is illegal for any party to transmit or download copyrighted material. Under new laws Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our company being prosecuted, Wynn/Encore Las Vegas EPS will take action against any customer found to be violating copyright laws.

Digital Millennium Copyright ACT ("DMCA") Notice. In operating the Service, we may act as a "services provider" (as defined in the DMCA) and offer services as an online provider of materials and links to third party web sites. As a result, third party materials that are not owned or controlled by us may be transmitted, stored, accessed or otherwise made available using the Service. If you believe any material available via the Service infringes a copyright, you should notify us using the notice procedure for claimed infringement under the DMCA. We will respond expeditiously to remove or disable access to material we determine may be infringing and will follow the procedures specified in the DMCA to resolve the claim between the notifying party and the alleged infringer who provided the applicable content. The address for infringement notices under the DMCA is Wynn/Encore Las Vegas, LLC, 3131 Las Vegas Blvd, South, Las Vegas, NV 89109.



Floral Order Form

ALL ORDERS MUST BE PLACED 2 WEEKS PRIOR OF EVENT
Any Orders after this date will be subject to a 25% surcharge
Completed Orders fax (702)770-1550

GROUP NAME:

Select: Ceramic Vase Glass Vase

Type: Modern/Architectural Country/Garden Elegant/Rich Eclectic/Funky

Do you have a special flower preference? Y / N Or a Seasonal Arrangement? Y / N

If Yes:

If Yes:

Flower color preferences:

Comments:

Sizing Options: Please indicate number of each next to the appropriate size.

Small: Appropriate for intimate cocktail table.
Arrangement approx. 8" tall x 4.5" wide. **Cost \$100**

Medium: Appropriate for large 6' or 8' round table or reg. desk.
Arrangement approx. 30" tall x 10" wide. **Cost \$185**

Large: Appropriate for a corner booth or as an accent piece.
Arrangement approx. 36" tall x 18" wide. **Cost \$350**

Extra Large: Appropriate as the focal point of a booth or exhibit.
Arrangement approx. 48" tall x 36" wide. **Cost \$500**

Total Number:

Total Cost:

Service Call: Your arrangement will stay fresh for two days.

Do you want to schedule for a Refresh Service Call to replace water and trim wilted flowers? Y / N

Small: \$40 per refresh Large: \$60 per refresh

Medium: \$50 per refresh Extra Large: \$80 per refresh

Date and times requested for refresh: _____ / _____

Billing Information: _____

Credit Card #: _____ Exp Date (mm/yy) _____

Name of Card: _____

Authorized Signature: _____

Once your floral order has been received, you will be contacted via e-mail as confirmation, please provide the below information requested.

E-mail Address: _____ Phone No. _____

Deliver to: _____ Room No. _____

Booth No. _____ Date/Time _____

Receiving Signature _____

(Once completed, please fax to your Catering Manager at (702) 770-1550)



Event / Contact Information

Event:				Date:		
Company:			Event Dates	through		
Room(s):			Booth#:			
Install Date / Time:	/		Removal Date /Time:	/		
Name:				Email:		
Billing Address:						
City:			State:		Zip:	
Phone #:						
Mobile:						
Wynn Contact Name:				Wynn #		

Services

!! Orders received less than seven (7) days prior to start of event will be assessed a 15% expedite fee. !!

Service Description	Duration	Quantity Wired	Quantity Wireless*	Total Cost
Business Basic – Bandwidth: Up to 1 Mbps Internet access for a single device at a single location. Cable included. Please provide drop location for wired orders.	1 OR 2 Days \$350.00			\$
	Entire Event \$399.00			\$
Business Support – Bandwidth: Up to 10 Mbps Internet access to a single location for up to 2 devices. Cable included for first 2 devices. Please provide drop location for wired orders.	1 OR 2 Days \$776.00			\$
	Entire Event \$1195.00			\$
Business Preferred – Bandwidth: Up to 10 Mbps A Dedicated VLAN-based solution. Includes 3 public IP addresses & Internet access at 3 locations for up to 30 devices. Cable rental required for wired orders. Please provide drop location(s). (custom wired/wireless* solutions available upon request)	1 OR 2 Days \$3060.00			\$
	Entire Event \$5100.00			\$

* WIFI services are 802.11g (Best Effort) implementations

Additional Services

Description	Price	Quantity	Total Cost
Additional Device (For Business Preferred & Business Support only)	\$100.00		\$
Additional Locations (For Business Preferred only)	\$350.00		\$
** Hub/Access Point* rental (\$ 200 replacement fee if not returned)	\$150.00		\$
** Cable rental (Ethernet patch up to 100 feet)	\$25.00		\$
Publicly Routable IP Address +	\$125.00		\$
100 Mb WAN (Internet) Upgrade (For Business Preferred & Business Support only)	\$3,000.00		\$

**** Hub, Access Point, and Cable rentals are subject to 8.1% Sales Tax**

+ Printer networking services are available from the Business Center (Wynn: 702-770-2370 / Encore: 702-770-4340)

NOTE:	Order Total:	\$
	** Tax:	
	Subtotal:	\$
	Other:	
	Grand Total:	\$

Payment Method

(Please Check One)

Master Account:	<input type="checkbox"/>	Please provide Master Account# or Comp#:	
Credit Card:	<input type="checkbox"/>	A Cox Communications Advanced Convention Services representative will contact you for credit card information.	
Check:	<input type="checkbox"/>	<u>Payable to:</u>	Cox Communications
		<u>Mail to:</u>	Attn: Advanced Convention Services 1700 Vegas Drive Las Vegas, NV 89106

*** Please fax completed order form to Fax#: 702-823-3705 ***
If you have questions, please call our sales & support line: 702-770-2737

Service Authorization

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of Customer for the services in this Agreement. The undersigned further represents that the Customer Information and the Authorized Customer Representative Information is true and correct. This Agreement binds Customer to the Rates, Terms and Conditions of Service applicable to each of the services selected above, including any termination penalties that may apply. All Services are subject to the Terms and Conditions on Pages 3 & 4 attached hereto. Internet, Data, Web Hosting and/or Web Conferencing, CoxMail(sm) E-Mail Services, if selected by Customer, are subject to Acceptable Use Policies located at www.coxbusiness.com/acceptableusepolicy.pdf and Customer acknowledges receipt of these by signing below. Prices listed do not include applicable taxes, fees, assessments or surcharges. Until this Agreement is signed by Cox, it serves as a proposal which may be withdrawn or changed at anytime by Cox. Cox will honor the prices in this proposal provided Customer delivers a signed contract to Cox within thirty days from the contract date above. If Customer terminates any Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Cox may execute this Agreement using an electronic signature.

Total from Page 1: \$ _____

Customer Signature: _____ X Date: _____

Print Name: _____

COX BUSINESS ACS Terms And Conditions

1. Service and Installation

Cox shall provide Customer with the Services and Equipment identified on the first page of this Agreement. Customer is responsible for damage to any Cox equipment. Customer may use the Services for any lawful purpose, provided that such purpose (a) does not interfere or impair the Cox network, equipment or facilities and/or (b) complies with the applicable Acceptable Use Policies ("AUP") which are incorporated herein by reference. Customer shall use the equipment only for the purpose of receiving the Services. Unless provided otherwise herein, Cox shall use reasonable efforts to maintain the Services in accordance with applicable performance standards. For Cox Internet Services, bandwidth speed options may vary. Customer may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the Cox AUP and the AUP is available online at www.coxbusiness.com/acceptableusepolicy.pdf. Web hosting Customers may view their AUP by clicking on the Control panel. The AUPs may be amended from time to time during the Term of this Agreement. Customer's continued use of the Services following an amendment shall constitute acceptance.

2. Service Date and Term

This Agreement shall be effective upon execution by the parties. Services shall be provided for the applicable term set forth on the first page of this Agreement and such term shall begin upon installation of Service. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays resulting from construction or for reasons beyond its control.

3. Customer Responsibilities

Customer is responsible for arranging all necessary rights of access for Cox including space for cables, conduits, and equipment as necessary for Cox-authorized personnel to install, repair, inspect, maintain, replace or remove any and all facilities and equipment provided by Cox. Customer shall provide a secured space with electrical power, climate control and protection against fire, vandalism, and other casualty for Cox's equipment. Customer shall use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer engages in a public performance of any copyrighted material contained in any of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Customer is responsible for ensuring that Customer's equipment is compatible for the Services selected and with the Cox network.

4. Equipment

Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and equipment installed by Cox thereunder and that Customer shall not create or permit to be created any liens or encumbrances on such equipment. Internal Wiring shall not be considered equipment and shall become the property of Customer upon initiation of Service. Cox shall install equipment necessary to furnish the video Services to Customer. Customer shall not modify or relocate equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the equipment by any person other than Cox's authorized personnel. For Cox-owned equipment, Customer shall, at the expiration or termination of this Agreement, return the equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such equipment. Cox shall repair any equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service

Unless authorized in writing by Cox, Customer may not resell any portion of the Service to any other party; provided, however, Customer may, with Cox's prior written consent, resell web hosting for third parties through the Services. Customer shall be responsible for any software and content displayed and distributed by Customer or Customer's web hosting customers, if any.

6. Default

If Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by tariff or applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. IP Address and Domain Name Registration

Cox will allocate IP addresses to Customer according to InterNIC guidelines. All IP addresses assigned by Cox must be relinquished by Customer upon the expiration, termination or cancellation of this Agreement. IP address shall be subject to the IP policy in the AUP. If Customer requests, Cox will register an available domain name on behalf of Customer, and such registration shall be subject to rules promulgated by the domain name registrar, which may be amended from time to time and are presently posted at Register.com <http://www.register.com/retail/policy/servicesagreement.rcmx> or Verisign at http://www.netsol.com/en_US/legal/static-service-agreement.html. Customer is responsible for payment and maintenance of domain name registration.

8. Termination

A 10% fee will be applied to all orders canceled between the date the order is placed, and the installation date. No refunds will be provided to orders which have been installed." If Cox is delivering Services via wireless network facilities and there is signal interference with such Service, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts.

9. LIMITATION OF LIABILITY.

COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

10. Assignment

Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

11. WARRANTIES

EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

12. INDEMNITY

Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees or agents harmless (including payment of reasonable attorneys fees) from and against any claim, actions or demands relating to or arising out of Customer's use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by the Customer, its employees, or users of the Services, (ii) any claim that Customer's use of the Service including the registration and maintenance of Customer's selected domain name(s), infringes on the patent, copyright, trademark or other intellectual property right of any third party; (iii) any malicious act or act in violation of any laws committed by Customer, its employees or users using the Services; and/or (iv) violation by Customer, its employees or authorized users of the Cox AUPs.

13. Viruses, Content, Customer Information

Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting its network, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

14. Miscellaneous

This Agreement, the tariffs, the documents referenced herein, and the AUPs constitute the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written instrument signed by the parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed.

15. Regulatory Authority-Force Majeure

This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

16. Web Hosting Servers.

Cox reserves the right to select the server for Customer's web site for best performance. The Customer understands that the Services provided by Cox may be provided on a shared server. This means that one web site cannot be permitted to overwhelm the server with heavy CPU usage, for example from the use of highly active CGI scripts or chat scripts. If the Customer's web site overwhelms the server and causes complaints from other users, the Customer has outgrown the realm of shared services and will be required by Cox to relocate its web site. If the Customer refuses to comply with this Section, then Cox has the right to terminate the Services. Cox will use reasonable efforts to maintain a full time Internet presence for the Customer. The Customer hereby acknowledges that the network may, at various time intervals, be down due, but not restricted to, utility interruption, maintenance equipment failure, natural disaster, acts of God, or human error and Cox shall not be liable to customer for such outages or server downtime.

17. Digital Millennium Copyright Act.

Cox is registered under the Digital Millennium Copyright Act of 1998. Pursuant to 17 U.S.C.

Section 512(c)3, if you believe that a Web page hosted by Cox is violating your rights under U.S. copyright law, you may file a complaint with Cox's designated agent. Please contact DMCA@Cox.com for information necessary to file your complaint with Cox.

National Plant & Floral, Inc.

Las Vegas, Nevada

Name of Show: _____

Date: _____

Location: _____

Booth Number: _____

TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ___ White ___ Lavender ___	30.00		
AZALEAS: Pink ___ Red ___	35.00		
BROMELIAD	35.00		
SMALL Ivy ___ Pothos ___	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Request		

CONTAINERS:

WHITE BLACK

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: VISA MASTERCARD AMEX CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE # _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (____) _____

EMAIL: _____

EMAIL CONFIRMATION COPY EMAIL STATEMENT COPY

Please Remit to:
P.O. BOX 27846 • HOUSTON, TEXAS 77227
(713) 627-3402 • FAX (713) 627-3404
exhibitorservice@nationalplantfloral.com

Christie's Photographic Studios

Orlando (407) 345-1100 Corporate Headquarters
 Las Vegas (702) 638-2711 6314 Kingspointe Pkwy Suite 1
 Orlando, Florida 32819
 Miami (305) 266-1100 photos@christiesphotographic.com
 christiesphotographic.com
 Tampa (813) 229-1101 Fax (407) 345-1304

Special Instructions

Empty Staff Crowd

Show Name _____ Show Site/Facility _____

Show Dates/Times Example Tues 11/25/06 10a-3p

Mon _____ Tue _____ Wed _____ Thur _____

Fri _____ Sat _____ Sun _____

Booth# _____

Decorating Co. **Freeman**

Exhibiting Co. _____

Contact (Show Floor) _____

Ordered By _____

Company _____

Address _____

City _____ ST _____ Zip _____

Phone (____) _____

Fax (____) _____

Send Photos & Bill to

Name _____

Company _____

Address _____

City _____ ST _____ Zip _____

Phone (____) _____

Fax (____) _____

Exhibit Photography

Quantity

Each 8x10 Color View *\$125.00
 (Includes 1 8x10 print and shipping)

Additional 8x10 Reprint *\$30.00
 (Per view includes shipping)

Digital Hi Res Image on CD *\$195.00
Includes (1) 8x10 print
 (Per view includes shipping)

In Booth Photo Giveaway w/Logo
 Please Call

*all orders not prepaid subject to a \$10.00 per view charge

*Orders mailed 15-20 working days

Candid /Event Photography

On-site giveaways, documentation, awards,
 also available.

Please call for more info and scheduling.

Sub Total \$ _____ AMEX/VISA/MC # _____ Exp. _____

Non-Prepay Charges* \$ _____ Name on Card _____ AVS Security Code _____

Check # _____

Total \$ _____ *All orders not prepaid subject to a \$10.00 per view charge.

Exhibitor Photographic Services



A TO Z Events

We Know Trade Shows & Understand Exhibitors' Needs!



Contact Us Today: (702) 212-2500

Info@AtoZevents.com

www.AtoZevents.com

**Info, Pictures, Music, Video
Extensive Selection Online**

- ❖ **Models, Actors**
- ❖ **Convention Talent**
- ❖ **Booth Traffic Promoters**
- ❖ **Magicians, Jugglers**
- ❖ **Show Girls**
- ❖ **Chair Massage**
- ❖ **Shoe Shining Stand**
- ❖ **Game Rentals**
- ❖ **Emcee**
- ❖ **Comedian**
- ❖ **Speakers**
- ❖ **Cirque like Act Performers**

- ❖ **Impersonators**
- ❖ **Money Booth**
- ❖ **Piano Player, Harp Player**
- ❖ **Cirque like Act Performers**
- ❖ **Bands, Trio, Full Production**
- ❖ **Dueling Piano**
- ❖ **Headliners, Celebrities**
- ❖ **Artists, Body Painters**
- ❖ **Specialty Acts & Production**
- ❖ **Over 1000 Entertainers. Call Today**



Phone: 702-212-2500 Fax: 310-499-5276 Toll Free: 800-244-5775
Info@AtoZEvents.com www.AtoZEvents.com