April 2015

Dear Exhibitor:

The American Dental Hygienists’ Association is excited about the 2015 Center for Lifelong Learning (CLL) at the 92nd Annual Session June 17-23 at Music City Center Convention Center in Nashville, TN! The meeting schedule is as follows:

- June 17 – 20  Center for Lifelong Learning (CE Courses)
- June 19 – 20  EXHIBITS 2015
- June 21 – 23  92nd Annual Session Business Meeting

We look forward to having your company participate in EXHIBITS 2015 on Friday, June 19 and Saturday, June 20. Attached and online you will find the official ADHA EXHIBITS 2015 planning tool.

We recommend that you read this kit thoroughly and distribute the appropriate information to the members of your team that are assisting you in your planning. Please remember that one of the best ways to reduce costs is by meeting all of the advanced deadlines. Be sure to review the Important Dates Document. Note: the service order forms as well as additional meeting resources are also available online at: [https://www.etouches.com/ehome/110684/exhibitorresources/](https://www.etouches.com/ehome/110684/exhibitorresources/)

Thank you for your support of the dental hygiene profession and of ADHA’s CLL at the 92nd Annual Session. We look forward to seeing you in Nashville!

Sincerely,

Maddie Hilpert  
Director of Corporate Development  
maddieh@adha.net  
(312) 440-8912

Dawn Amaskane  
Sr. Manager of Meetings & Conventions  
dawna@adha.net  
(312) 440-8903

Bridget Flynn  
Meetings Coordinator  
bridgetf@adha.net  
(312) 440-8931
April 2015
Wednesday, April 29
Update Company Description
Update company listing. This will be used for the onsite official program guide.

Wednesday, April 29
Booth Payment Due
Booth payment for remaining balance due to ADHA

Wednesday, April 29
Consider purchasing an ad in the official program show guide

Wednesday, April 29
Trivia Game Participation Due
Low cost traffic builder for only $200

May 2015
After Friday, May 8
Order Attendee List
Attendee lists are available for $85.

Wednesday, May 6
Housing Deadline for Group Blocks
Release/Name change any reservations made within housing block.

Friday, May 15
Lead Retrieval Discount Deadline

Friday, May 15
Electrical Service Deadline
(Compressed air, water & gas)

May 2015 (continued)
Monday, May 18
Advance Shipments Begins
Advance shipment begins being accepted at Freeman Nashville Warehouse.

Monday, May 18
Booth Specials
Upload your show special into your company profile for attendees to view.

Wednesday, May 20
Certificate of Insurance Due
A valid certificate of Insurance is due to ADHA.

Thursday, May 28
Freeman Discount Deadline

June 2015
Friday, June 11
Advance Shipments End
Last day for advanced shipments to be accepted at the Freeman Nashville Warehouse.

Thursday, June 18
Exhibitor Registration Opens
Pickup badges beginning at 7:00am through Saturday morning.

Thursday, June 18
Exhibitor Move-in
Exhibitor move-in 8:00am-5:00pm

Friday, June 19
Exhibits Open
Exhibits move-in 7:30am-8:30am
Exhibits open 9:00am-4:00pm

Saturday, June 20
Exhibits Open
Exhibits open 10:00am-3:00pm

For more information, please contact ADHA at exhibits@adha.net
EXHIBIT SCHEDULE
Friday June 19, 2015 9:00 a.m. – 4:00 p.m.  Exhibits Open
Saturday June 20, 2015 10:00 a.m.- 3:00 p.m.  Exhibits Open

EXHIBITOR REGISTRATION
Pick up exhibitor badges on level two of the MCC.
Exhibitor badges are not mailed in advance.
Thursday June 18, 2015 7:00 a.m. to 6:00 p.m.
Friday June 19, 2015 7:00 a.m. to 6:00 p.m.
Saturday June 20, 2015 7:00 a.m. to 5:00 p.m.

MOVE-IN SCHEDULE
Thursday June 18, 2015 8:00 a.m. to 5:00 p.m.
Friday June 19, 2015 7:30 a.m. to 8:30 a.m.

NOTE: SHOW OPENS AT 9:00 A.M. FRIDAY

SPECIAL EVENTS
Thursday Plenary Session featuring Mike Rayburn
Thursday, June 18 – 8:00 a.m.
Free for all attendees/exhibitors

IOH Benefit/President’s Reception (Cocktail Attire)
Friday, June 19 – 7:30 p.m.
$55 per ticket
Table sponsorship options available:

Table Sponsor Cost: $3,500
Includes: (1) table of (10), and (20) drink tickets

Silver Sponsor Cost: $7,500
Includes: (2) tables of (10), (40) drink tickets, company logo on beverage napkin

Gold Sponsor Cost: $10,000
Includes: (3) tables of (10), (60) drink tickets, company logo on beverage napkin

To become a table sponsor, complete and return the form below:
https://www.eiseverywhere.com/ehome/adha15/271180/

Donation items needed for the silent auction. Consider donating an auction item:
Saturday Plenary Session featuring Diana Nyad
Saturday, June 20 – 8:00 a.m.
Free for all attendees/exhibitors

INSTALLATION OF BOOTHs
- All Booths must be completely set by Friday, June 19 at 8:30 a.m.
- Booth installation during show hours is strictly prohibited
- All Booths must remain set until Saturday, June 20 at 3:00 p.m.

MOVE-OUT SCHEDULE
Saturday June 20, 2015 3:01 p.m. to 10:00 p.m.

DISMANTLE OF BOOTHs
- All Booths must be completely removed by Saturday, June 20 at 10:00 p.m.
- Bills of Lading must be turned in by Saturday, June 20 at 10:00 p.m.
- Freight will be re-routed beginning Saturday, June 20 at 8:00 p.m.
- Outbound Carriers must arrive and check-in no later than Saturday, June 20 at 8:00 p.m.

All Bulk Trash is the responsibility of the exhibiting company and must be completely removed by Saturday, June 20 at 10:00 p.m. Charges will be applied for all abandoned booths or abandoned booth collateral/trash.

ADDRESS OF EXHIBIT SITE
Music City Center Convention Center
700 Korean Veterans Blvd, Nashville, TN 37203

ANIMALS
Animals are not permitted on the premises except in conjunction with an approved exhibit or as service animals for the physically challenged.
BUSINESS CENTER
Full-Service Business Center at Omni Nashville Hotel
250 5th Avenue South, Nashville, TN 37203
(615) 782-5300

EXHIBITOR REGISTRATION
Exhibitor Registration will be on the Pre-Function/Foyer Space. Exhibitor Badges **will not** be mailed in advance. Each exhibiting company is allowed four (4) complimentary exhibitor badges per 10’x10’ booth purchased. The exhibitor badge allows access to the Exhibits and the Thursday and Saturday Plenary Sessions. You will be required to pay for any Continuing Education courses you wish to attend. Exhibitor Badge names should be submitted by **Friday, May 8**.

EXHIBITOR LEAD RETRIEVAL
Exhibitor Lead Retrieval units will be available at the Service Desk, located in the back of the exhibit hall. **Reserve your unit in advance and save.** The Order form can be found in the **Other Services** section of this manual.

EXCLUSIVE CONTRACTOR
A contractor appointed by show management or building management and serves as the sole provider of specified services.

EXHIBIT HALL ACCESS
Exhibitors will be allowed on the show floor a ½ hour prior to the show floor opening and a ½ hour after the show floor closes. Exhibitors will need to have permission from ADHA to stay later than these published times.

EXHIBIT HALL DIRECTORY
Your Company Profile and Product Listing for the Exhibit Hall Directory should have been completed in our online booth profile by Friday, April 17th. If you have questions on your directory listing, please contact Bridget Flynn at Bridgetf@adha.net.

HANGING & RIGGING
ADHA is utilizing Exhibit Hall A2 (Level 3) at the Music City Center Convention Center for exhibit space. If your company plans on hanging any signs, please note that Exhibit Hall A2 (Level 3) has 32’ ceilings.
**OFFICIAL CONTRACTOR**
An Official Contractor is a vendor that has been selected and recommended by exposition management to supply products or services to exhibitors. Management can assist and intervene on the exhibitor’s behalf **ONLY** when the exhibitor utilizes the vendors listed in this manual. Please see the contact list of exclusive and official vendors included in this section. The suppliers listed in this manual are the ONLY VENDORS approved by ADHA. When contacted by outside agents, it is important that you verify that you are doing business with a reputable and properly insured vendor.

**P.A. ANNOUNCEMENTS**
Show Management will restrict announcements to general show information. We will not make announcements regarding exhibitor drawings, lost persons or articles.

**PARKING**
Daily parking is available at Music City Center Convention Center/Omni Nashville Hotel. Visit: [http://www.nashvillemusiccitycenter.com/parking](http://www.nashvillemusiccitycenter.com/parking)

**PHOTOGRAPHY & FILMING**
There is **NO PHOTOGRAPHY** in the exhibit hall except by the Official Show Photographer or an **APPROVED** Exhibitor Appointed Photographer. Photography or recording of any area outside an exhibitor’s booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited. Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during Show Days Only. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph the exhibitor’s booth. For your photographic needs, electricity, climate control and lights will be at full power on Friday, June 19 from 7:30am to 4:00pm. To request permission to use an outside photographer, please contact Bridget Flynn at Bridgetf@adha.net.

**MEDIA/PRESS ROOM**
The Press Room will be located in Room 212 at the Music City Center Convention Center.
RESTAURANT
In the back of the exhibit hall will be a restaurant concept with different food outlets to purchase food.

SECURITY
Show Management provides adequate perimeter security on-site. However, it is the exhibitor’s responsibility to ensure the security of their exhibit and product. To order security services for your exhibit call 615/401-1440 or complete the Booth Security Guard form and return to Music City Center Exhibitor Services.

SHOW COLORS
The show drape colors will consist of alternating brown and black colors for the 8’ x 10’ back wall drape and black 3’ high side rail drape. The exhibit hall is not carpeted. ADHA will have aisle carpet in the color of Latte. Exhibitors are responsible for purchasing carpet for their booth space.

SHOW OFFICE
An on-site Show Office will be in operation during move-in, show days and move-out. The Show Office will be located in room 204. ADHA Staff will also be on the show floor identifiable with black polo shirts with the ADHA logo on the front pocket.
FREQUENTLY ASKED QUESTIONS

How do I order utility services such as electricity & telecommunications?
Order forms for utilities are located in the Other Services Order Forms section of this manual. Please note that all utilities are provided by LMG / Music City Center Convention Center.

What is my booth number and where are we located on the show floor?
Your booth number was sent in a confirmation letter to the main contact (name on the contract) for your company. There is a floor plan which can be found at https://www.eiseverywhere.com/ehome/index.php?eventid=110684&tabid=266446

If you need assistance in locating your booth or booth number, please contact Bridget Flynn at Bridgetf@adha.net or (312) 440-8931.

What comes standard with my booth?
Each booth will be supplied with the following items: 8’ x 10’ back wall drape, 3’ high side rail drape, and a 7” x 44” identification sign.

Am I required to order carpet for my booth?
Yes, You are required to order carpet.

How do I ship my materials?
You may ship your booth materials IN ADVANCE to the Advance Warehouse or you may ship DIRECT to Music City Center Convention Center. The specific shipping information and instructions are located in the Material Handling Section of this manual.

We won’t be using our booth any more; may we just leave it at the end of the show?
NO. This is considered booth abandonment and charges and penalties will apply. You will need to make arrangement for your booth’s removal.

What are the move-in times?
Thursday June 18, 2014 8:00 a.m. to 5:00 p.m.
Friday June 19, 2014 7:30 a.m. to 8:30 a.m.

NOTE: SHOW OPENS AT 9:00 A.M. FRIDAY
FREQUENTLY ASKED QUESTIONS (continued)

Do I need Insurance?
It is recommended that Exhibitors obtain a rider on an existing policy protecting them against damage, loss or theft of their materials or displays during move-in, show days, and move-out. The general service contractor is responsible for exhibitor’s materials only while they are handling them. The contractor is not responsible for damage to uncrated material, improperly packed or labeled material or loss and/or theft after material has been delivered to the booth space or before material has been picked up at the end of the show. Refer to the Terms and Conditions of the Exhibitor Contract.

How do I use an EXHIBITOR APPOINTED CONTRACTOR (EAC)?
Exhibitors using an EAC to provide services to their booth must complete and return the “Exhibitor Appointed Contractor Service Agreement” form that is located in the Labor Section of this manual. This form must be sent in no later than 30 days prior to the first move-in day. Please inform your EAC that they must forward a General Liability Insurance Certificate by Friday, May 15. The insurance certificate must name: ADHA – EXHIBITS 2015, Music City Center Convention Center and Freeman as additional insureds.

INSURANCE (EAC) – REQUIRED FOR ALL EXHIBITOR APPOINTED CONTRACTORS
EAC shall, at its own expense, secure and maintain through the term of this contract, including move-in, show days and move-out, the insurance listed below. All such insurance shall be primary of any valid and collectible insurance of EAC and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with EAC’s obligations under this paragraph.

A. Worker’s Compensation Insurance
B. Comprehensive General Liability insurance with limits no less than $1,000,000 each occurrence, $2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
C. Automobile Liability Insurance with limits no less than $1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
All Exhibitor Appointed Contractors are required to submit an original certificate of insurance indicating coverage in the following areas: General Liability, Automobile, and Workmen’s Compensation, with a minimum coverage of $1,000,000 in all areas.

**How do I make my hotel and arrangements?**
Omni Nashville Hotel has discounted room rates available. You can reserve rooms online at: [http://adha.org/annual-session/housing](http://adha.org/annual-session/housing)

**How do I register my staff for the show?**
Registering your staff can be done online by May 1 at: [https://www.etouches.com/ereg/index.php?eventid=101853&](https://www.etouches.com/ereg/index.php?eventid=101853&)
you will need your promo code to receive the complimentary badges. This was included with your booth confirmation email.

As an exhibiting company, you may register 4 staff members per 10’x10’ exhibit space at no charge. **ALL BADGES WILL BE DISTRIBUTED ON SITE.**

**Security?**
Show Management provides perimeter security on-site; however, it is the exhibitor’s responsibility to ensure the security of their exhibit and product. Additional security services for your booth may be ordered at the exhibiting company’s expense.

**What if I have more questions?**
Please refer to the Official / Exclusive Contractor Contact lists located in the General Information Section, or for additional questions, please call Bridget Flynn, ADHA Meetings Coordinator, at (312) 440-8931 or email Bridgetf@adha.net for additional assistance.
## American Dental Hygienists’ Association

### 2015 CLL at the 92nd Annual Session - EXHIBITS 2015

Music City Center Convention Center  
CLL: June 17 – 20, 2015  
EXHIBITS 2015: June 19 – 20, 2015  
Nashville, TN

### EXCLUSIVE CONTRACTORS

These contractors have been appointed by either show management or building management as the sole provider of the specified services. Exhibitor Appointed Contractors may not be used on any of these services.

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| **GENERAL SERVICES CONTRACTOR** | Freeman  
1701 Lebanon Pike Circle  
Nashville, TN 37210  
PH: (615) 884-5785  
Fax: (469) 621-5615  
FreemanNashvilleES@freemanco.com |
| **BOOTH CLEANING**        | Freeman  
PH: (615) 884-5785                                                              |
| **UTILITIES**             | Freeman  
PH: (615) 884-5785                                                              |
| **TELECOMMUNICATIONS / INTERNET** | Music City Center  
201 5th Avenue South  
Nashville, TN 37203  
Ph: 615/401-1440  
Fax: 615/401-1439  
Email: orderservices@nashvillemcc.com |
| **EVENT SECURITY**        | Music City Center  
Nashville, TN  
PH: 615/401-1400                                                             |
| **MATERIAL HANDLING**     | Freeman  
1701 Lebanon Pike Circle  
Nashville, TN 37210  
PH: (615) 884-5785  
Fax: (469) 621-5615  
FreemanNashvilleES@freemanco.com |
| **FOOD & BEVERAGE SERVICE / CATERING** | Music City Center  
Contact: Renae Droege  
PH: 615/401-1360  
Renae.Droege@nashvillemcc.com |
| **EXHIBITOR REGISTRATION** | ADHA Meetings Department  
444 N. Michigan Ave  
Suite 3400  
Chicago, IL 60611  
P: (312) 440-8931  
exhibits@adha.net |
| **SPONSORSHIP OPPORTUNITIES** | ADHA Corporate Development  
Maddie Hilpert  
P: (312) 440-8912  
maddieh@adha.net |
OFFICIAL SERVICE CONTRACTORS
An Official Contractor is a vendor that has been selected and recommended by exposition management to supply a product or service to exhibitors. Management can assist and intervene on the exhibitor’s behalf ONLY when the exhibitor utilizes the vendors listed in this manual. Please see the contact list of exclusive and official vendors included in this section of the manual. The suppliers listed in this manual are the ONLY VENDORS approved by ADHA. When contacted by outside agents, it is important that you verify that you are doing business with a reputable and properly insured vendor.

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

HOUSING
View availability at:
http://www.adha.org/annual-session/housing

LEAD RETRIEVAL
American Tradeshow Services
PH: 905/809-0600 x215
www.atsleads.com

AV / COMPUTER RENTALS
LMG
PH: 615/401-1325

FLORAL / PLANTS
Teasley’s Convention Florist
PH: 615/876-3695
leigh@conventionflorists.com

PHOTOGRAPHY
ICDA
PH: 312/226-5902
mbuxbaum@documentaryarts.com
SERVICE INFORMATION

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

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in latte. Show management requires that all booths be carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by May 28, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ
Thursday June 18, 2015 8:00 AM - 5:00 PM
Friday June 19, 2015 7:30 AM - 8:30 AM

EXHIBIT HOURS
Friday June 19, 2015 9:00 AM - 4:00 PM
Saturday June 20, 2015 10:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ
Saturday June 20, 2015 3:01 PM - 10:00 PM

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

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Saturday, June 20, 2015 at 10:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, June 20, 2015 at 8:00 PM.

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

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

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by May 28, 2015. 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 to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:
    Exhibiting Company Name / Booth # __________
    ADHA’s CLL at the 92nd Annual Session
    C/O FREEMAN
    1701 LEBANON PIKE CIRCLE
    NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Monday, May 18, 2015, at the above address. Material arriving after June 11, 2015 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:
    Exhibiting Company Name / Booth # __________
    ADHA’s CLL at the 92nd Annual Session
    C/O FREEMAN
    MUSIC CITY CENTER
    700 KOREAN VETERANS BLVD
    NASHVILLE, TN 37203

Freeman will receive shipments at the exhibit facility beginning Thursday, June 18, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.
LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

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

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (615) 884-5785 or Freeman’s Customer Support Center at (888) 508-5054 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 May 28, 2015.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman's Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.
Reducing Your Footprint

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

Green Tips for Exhibitors

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

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

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

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

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.
NAME OF SHOW: ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

COMPANY NAME: BOOTH #: BOOTH SIZE:

ADDRESS: CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

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

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

METHOD OF PAYMENT

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

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

Please reference (315716) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PRODUCTS & SERVICES

<table>
<thead>
<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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- 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/?315716
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:**

**FAX:**

**CONTACT’S E-MAIL:**

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

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

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**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:**

02/12 (315716)
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.
The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS
For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, 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. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL
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 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.
b. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to
against Freeman reported after thirty (30) days will be rejected. In no event shall a suit or action be brought
the carrier for transportation from show site or from Freeman's warehouse. All claims
than
8.

DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY
RELOADING AT THE CONCLUSION OF THE EVENT

II. DEPARTURES IN TRANSIT

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 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 MAH's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

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 against Freeman reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $50.00 per pound per article with a maximum liability of $100.00 (the lesser of $50.00 or $100.00) per shipment whichever is a less. All shipment weights are subject to confirmation and re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PERSON, FIRM, OR CORPORATION, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR TO 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 JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, actions, 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; Freeman's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Freeman's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under a public sale or the like shall be given to Freeman by Exhibitor in writing prior to any sale or other disposition of any Collateral, and notice to Exhibitor's agents or representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) 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 displayed 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 BEEN ADVISED 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.
Double the convenience... zero surprises.

Package includes:
- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:
- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.
There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

Don’t forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.
As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com
NAME OF SHOW:  ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

COMPANY NAME:  

CONTACT NAME:  

PHONE #:  

E-MAIL ADDRESS:  

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

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

EXHIBIT TRANSPORTATION

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 / Booth #
  ADHA’s CLL at the 92nd Annual Session
  C/O: FREEMAN
  1701 LEBANON PIKE CIRCLE
  NASHVILLE, TN 37210
  MUST BE DELIVERED BY JUNE 11, 2015

☐ I will be shipping to SHOW SITE
  FREEMAN / Exhibiting Company Name / Booth #
  ADHA’s CLL at the 92nd Annual Session
  C/O: FREEMAN
  MUSIC CITY CENTER
  700 KOREAN VETERANS BLVD
  NASHVILLE, TN 37203
  CANNOT BE DELIVERED BEFORE JUNE 18, 2015

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

Ship to address:

Number of Labels: 

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

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

SHOW # (315716)
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective officers, employees, agents, subcontractors, and sub-contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective officers, directors, agents, assigns, and any receiver, trustee, or other person in possession of the property being shipped. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" means the party to whom the property is being delivered, or a person designated to receive notice in these instructions. "Air Cargo" means the transportation of Property by air, including mail in air freight service. "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) Shipment 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 the notice required, within 48 hours of the time of Freeman's first notified attempt, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive delivery instructions within 10 days of that notification, Freeman may dispose of the property to the best advantage of Freeman, the owner, or the owner's agent. Freeman shall offer the shipment for sale at a public auction and Freeman has the right to receive the balance of uncollected amounts.
MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, affiliates, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported. The term “Cargoes” means the property, whether or not assigned a particular value or declaration of value. The term “Consignee” or “Consignor” means the party to whom the property is 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 the 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 Consignor’s designated agent. If any part or provision of this Contract is held invalid 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 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), acts of God, perils of the sea, fire, war, hostilities, strikes, lockouts, riots, civil commotion or terrorism, blockage, either by the government or by any other party, whether or not in the United States. Freeman shall not 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.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage, and transportation. Freeman reserves the right to refuse to accept any property that, upon inspection, Freeman considers to be inadequately packaged or unreasonably loaded or stacked, without liability to Freeman. Freeman shall have no responsibility for the accuracy of any invoice or other document and is not responsible for any arithmetic or typographical errors therein. Freeman shall not be responsible to transport any particular schedule, means, vehicle or otherwise than with reasonable dispatch.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without refrigeration, heating, or other means of protection against loss or damage. Freeman makes no representation or 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 unsealed materials, palletized or shrink-wrapped materials, loaded on pallets, if they are not properly loaded, secured, or covered, or loaded on pallets, crates, or other container that is damaged beyond the damages caused by inherent defects or imperfections in the property itself, or to the extent that any such defects or imperfections can be reasonably anticipated by the use of ordinary care.

6. REFUSED SHIPPING. If the Consignee refuses the shipment tendered for delivery or if Freeman determines that it is not feasible to deliver a shipment because of an act or omission of Freeman, Freeman’s liability shall then become that of a warehouseman.

(a) Freeman shall use all reasonable efforts to attempt to provide notice, by telephonic 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 notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may deliver the property to the address of the Consignee or the Consignor as designated on the survey without any liability to Freeman.

7. INSURANCE. Freeman IS NOT AN INSURER. Freeman provides insurance for Shipper or its property.

8. The following provisions are applicable valuation charges, if any declared in excess of the maximum 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 programs) 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, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms of contract. If the property is damaged, the damages identified by the terms of contract exceed the allocated amount of the insurance.

9. LIABILITY LIMITATIONS. In the event 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) Artworks and objects of art, including paintings, sculpture, photographic and non-photographic prints, drawings, and the like, shall be handled, stored, and shipped with additional precautions.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous substances, including but not limited to explosives, flammable goods, flammable liquids, corrosives, materials that may decompose, and the like. Shipper’s property that contains any such substance is at Shipper’s sole risk.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all claims, damages, and expenses, including but not limited to reasonable attorneys’ fees and investigation costs, and any and all judgments or penalties that arise from or in connection with 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 a show, within nine (9) months after the date of the show). Any claim must be filed with Freeman. Any appeal of the decision of Freeman on a claim must be made in writing to the appropriate authorizing authority of Freeman within five (5) days after receipt of Freeman’s decision. In the event that Freeman’s decision is appealed, the appeal shall be forwarded in writing to the appropriate authorizing authority of Freeman. Freeman shall not in any way be liable for the outcome of the appeal. Freeman’s liability is limited to the appraised value of the property or the amount of the declared value if a lower amount has been agreed upon in writing as the released value of the property upon which the rate is based, such lower amount shall be considered to be the maximum recoverable amount for loss or damage.

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 SERVICE OF PROCESS ARISING OUT OF OR CONCERNING THIS CONTRACT SHALL BE PERSONAL SERVICE OF WRITING. ANY ACTION AT LAW OR IN EQUITY TO ENFORCE OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF DALLAS, TEXAS. ANY ARBITRATION UNDER THIS CONTRACT IS NOT APPLICABLE TO A SMALL CLAIM, OR A CLAIM OR OUTING OR IN HEREIN TO THIS AGREEMENT, OR THE BRANCH THEREOF, SHALL BE EXCLUSIVELY SETTLED BY ARBITRATION ADMINISTERED BY THE AMERICAN ARBITRATION ASSOCIATION IN ACCORDANCE WITH ITS COMMERCIAL ARBITRATION RULES AND JURY TRIAL. THE ARBITRATOR(S) MAY BE ENGAGED 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 hereof, Shipper has no right to control the shipment, stop the shipment in transit, or divert or direct the shipment, in any manner or fashion, contrary to the instructions hereof.

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 FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS. IN THE EVENT OF LOSS, DAMAGE, OR OTHER OCCURRENCE, FREEMAN’S GOVERNMENT LIABILITY IS LIMITATION, EXCLUDING DAMAGES FOR GOODWILL, INDEPENDENT WORKER, AND鲸文值不受限制。

(FOR THE “FAIR MARKET VALUE” EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A PAYING 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. IN THE EVENT OF LOSS, DAMAGE, OR OTHER OCCURRENCE, FREEMAN’S GOVERNMENT LIABILITY IS LIMITATION, EXCLUDING DAMAGES FOR GOODWILL, INDEPENDENT WORKER, AND鲸文值不受限制。

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.
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.

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 four categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constrained space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - Uncrated: material that is shipped loose or pad-wrapped, and / or unskidded machinery without proper lifting points.
  - Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- 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 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
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. $150.50  
  52 lbs. charged @ 200 lbs. $150.50  
  65 lbs. charged @ 200 lbs. $150.50 = $451.50  
  
  1 Consolidated Shipment  
  60 lbs. charged @ 200 lbs. $150.50  
  52 lbs. charged @ 200 lbs. $150.50  
  65 lbs. charged @ 200 lbs. $150.50 = $451.50  
  
  Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

**What does it mean if I have “No Documentation”?**
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & 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.
Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

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

**SPOTTING FEE**

<table>
<thead>
<tr>
<th></th>
<th>$ 177.00 PER UNIT (Round Trip)</th>
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<tbody>
<tr>
<td>MOBILE UNITS*</td>
<td></td>
</tr>
<tr>
<td>MOTORIZED VEHICLES</td>
<td></td>
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</tbody>
</table>

*NOTE: Mobile units will be assessed the “one time” spotting charge listed above in addition to a one hour forklift/operator charge each way. (See Material Handling Equipment Labor form) for unloading and loading. Motorized equipment is defined as any vehicle arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units:_________ Type:__________________________________

Dimensions of Largest Unit:

Height______ Width_______ Length ________ Weight ______________

Will you require a crane or forklift?______________

(*See Forklift / Rigging Labor Order Form)

Comments/Special Handling Requirements:________________________________________

___________________________________________________________________________

___________________________________________________________________________

Who should we contact if we need more information? ___________________________
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:** __________

For Assistance, please call (615) 884-5785 to speak with one of our experts.
<table>
<thead>
<tr>
<th>TO:</th>
<th>EXHIBITOR NAME</th>
<th>C/O: FREEMAN</th>
<th>MUSIC CITY CENTER</th>
<th>700 KOREAN VETERANS BLVD</th>
<th>NASHVILLE, TN 37203</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOW SITE</td>
<td>ADHA’s CLL at the 92nd Annual Session</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>EVENT:</td>
<td>________________</td>
<td></td>
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<tr>
<td>BOOTH NO:</td>
<td>_______ NO. _____ OF _____ PCS</td>
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</tbody>
</table>

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
F R E E M A N
1701 Lebanon Pike Circle
Nashville, TN 37210
615-884-5785  Fax: (469)-621-5615
FreemanNashvilleES@freemanco.com

NAME OF SHOW:  ADHA’s CLL at the 92nd Annual Session / June 19 - 20, 2015

COMPANY NAME:

CONTACT NAME:

E-MAIL ADDRESS:

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

BOOTH PACKAGES

SAVE TIME AND MONEY WITH A SPECIAL FURNISHINGS PACKAGE

BOOTH PACKAGE INFORMATION:

- Items included in package cannot be substituted or traded.
- Rates are based on full packages, whether used completely or in part.
- These packages are only available until the deadline date indicated above.
- Any orders placed after the deadline date or at show site will be charged the Standard Price as listed on the enclosed forms.

BOOTH PACKAGE OPTION 1:  $187.00 per package (per 10’ x 10’ space)

- Two (2) Limerick® Chairs by Herman Miller
- One (1) 6’ x 30” Draped Table (select drape color below)
- One (1) Wastebasket

BOOTH PACKAGE OPTION 2:  $238.00 per package (per 10’ x 10’ space)

- One (1) 9’ x 10’ Carpet (select carpet color below)
- Two (2) Limerick® Chairs by Herman Miller
- One (1) 6’ x 30” Draped Table (select drape color below)
- One (1) Wastebasket

SELECT DRAPE COLOR

☐ Black  ☐ Blue  ☐ Brown  ☐ Dark Green  ☐ Flax
☐ Gold  ☐ Gray  ☐ Plum  ☐ Red  ☐ White

SELECT CARPET COLOR

☐ Black  ☐ Blue  ☐ Gray  ☐ Green  ☐ Latte
☐ Midnight Blue  ☐ Plum  ☐ Red  ☐ Red Pepper  ☐ Tuxedo

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<tr>
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<th>Description</th>
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<tr>
<td></td>
<td>Package 1 (per 10’ x 10’)</td>
<td>$187.00</td>
<td>$</td>
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<td></td>
<td>Package 2 (per 10’ x 10’)</td>
<td>$238.00</td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + Tax (9.5%) = TOTAL
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.

**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.

**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.

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

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.

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

limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller
Gray
18"W 17.75"L 33"H – C210108

black diamond stool
22"W 18"L 46"H – N71088

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.

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

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

**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

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

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

chelsea series
Butcher Block-Top Café 30" Round 30"H N72063
36" Round 30"H N72064
Butcher Block-Top Bistro 30" Round 42"H N720163
36" Round 42"H N720164

metro series
Black

slate end table
20"W 20"L 17"H – N72029

slate cocktail table
20"W 40"L 15"H – N72028

studio series
black end table
17"W 17"L 18"H – C115104
black cocktail table
36"W 20"L 15"H – C115103
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.

**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 24"H  
Cherry – N74065  
Oak – N74075

**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.

**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.

**hemingway writing table**
24"W 49"L 29"H – N720191

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

<table>
<thead>
<tr>
<th>Type</th>
<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>tables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped</td>
<td>C130330</td>
<td>C130430</td>
<td>C130630</td>
<td>C130830</td>
</tr>
<tr>
<td>Draped on fourth side</td>
<td>C131330</td>
<td>C131430</td>
<td>C131630</td>
<td>C131830</td>
</tr>
<tr>
<td>Undraped</td>
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<table>
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<tr>
<th><strong>counters</strong></th>
<th>(32' height)</th>
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<tr>
<td>Draped</td>
<td>C130342</td>
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<tr>
<td>Draped on fourth side</td>
<td>C131342</td>
</tr>
<tr>
<td>Undraped</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

display counter
Black
24"W 49"L 42"H – N75056

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.)
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

**special draping**
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

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

*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

*small refrigerator*
19"W 19"L 34"H – N75057

*wastebasket*
Wastebasket color may vary.
C220106

*corrugated wastebasket*
C220107

*Note: Electrical power must be ordered separately.*

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

#### CHAIRS

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<thead>
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<th>Description</th>
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<tr>
<td></td>
<td>N71092</td>
<td>Diva Counter Stool</td>
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#### LOUNGE SEATING

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#### TABLES

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<td>Chrome Conference Table</td>
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#### DISPLAY FURNITURE

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#### Pedestal Tables - SoHo Series

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<td>Black-top Mini 18&quot;W x 18&quot;H</td>
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<td>202.95</td>
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<td></td>
<td>N72070</td>
<td>Black-top Bistro 24&quot;W x 42&quot;H</td>
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<td></td>
<td>N72067</td>
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<td>184.50</td>
<td>202.95</td>
<td>258.30</td>
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#### Pedestal Tables - Chelsea Series - Butcher Block Top

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<td>N72063</td>
<td>Café Table 30&quot;W x 30&quot;H</td>
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<td>183.35</td>
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<td>Café Table 36&quot;W x 30&quot;H</td>
<td>166.70</td>
<td>183.35</td>
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<tr>
<td></td>
<td>N720163</td>
<td>Bistro Table 30&quot;W x 42&quot;H</td>
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<td>183.35</td>
<td>233.40</td>
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<td>Bistro Table 36&quot;W x 42&quot;H</td>
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<td>183.35</td>
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#### OFFICE FURNITURE

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<td>Milano Table/Blonde Top</td>
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<td>Cherry Credenza</td>
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<td>N74071</td>
<td>Oak Desk 5'</td>
<td>455.95</td>
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#### DISPLAY Cylinders

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<td>N75020</td>
<td>Black Display Cylinder/Low</td>
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**NAME OF SHOW:**
ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

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

---

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

---

### TABLES

- **Undraped Tables - Tables are 24” wide**
  - C131330 Undraped Table 3’L x 30”H... 33.10 36.40 46.35
  - C131430 Undraped Table 4’L x 30”H... 40.15 44.15 56.20
  - C131630 Undraped Table 6’L x 30”H... 47.45 52.20 66.45
  - C131830 Undraped Table 8’L x 30”H... 55.35 60.90 77.50
  - C131342 Undraped Counter 3’Lx42”H 72.80 80.10 101.90
  - C131442 Undraped Counter 4’Lx42”H 80.60 88.65 112.85
  - C131642 Undraped Counter 6’Lx42”H 88.75 97.65 124.25
  - C131842 Undraped Counter 8’Lx42”H 98.10 107.90 137.35

- **Draped Tables - Tables are 24” wide**
  - C130330 Draped Table 3’L x 30”H... 89.30 98.25 125.00
  - C130430 Draped Table 4’L x 30”H... 101.00 111.10 141.40
  - C130630 Draped Table 6’L x 30”H... 124.50 136.95 174.30
  - C130830 Draped Table 8’L x 30”H... 146.00 160.60 204.40
  - C1240463 4th Side Drape 6’L x 30”H... 47.45 52.20 66.45
  - C1240483 4th Side Drape 8’L x 30”H... 47.45 52.20 66.45
  - C130342 Draped Counter 3’L x 42”H... 132.20 145.40 185.10
  - C130442 Draped Counter 4’L x 42”H... 151.00 166.10 211.40
  - C130642 Draped Counter 6’L x 42”H... 166.00 182.60 232.40
  - C130842 Draped Counter 8’L x 42”H... 183.00 201.30 256.20
  - C1240464 4th Side Drape 6’L x 42”H... 47.45 52.20 66.45
  - C1240484 4th Side Drape 8’L x 42”H... 47.45 52.20 66.45

---

### DISPLAY FURNITURE (continued)

#### Table Top Risers - Risers are 8” wide

- C1504100 Black 4’L x 7”H
  - Corrugated Riser 38.20 42.00 53.50
- C1504101 White 4’L x 7”H
  - Corrugated Riser 38.20 42.00 53.50
- C1506100 Black 6’L x 7”H
  - Corrugated Riser 47.75 52.55 66.85
- C1506101 White 6’L x 7”H
  - Corrugated Riser 47.75 52.55 66.85
- C1508100 Black 8’L x 7”H
  - Corrugated Riser 59.70 65.65 83.60
- C1508101 White 8’L x 7”H
  - Corrugated Riser 59.70 65.65 83.60

---

**ACCESSORIES**

- C220121 Chrome Stanchion w/belt
  - 74.45 81.90 104.25
- C220118 Chrome Sign Holder
  - 87.20 95.90 122.10
- N750135 Round Literature Rack
  - 190.05 209.05 266.05
- N750136 Flat Literature Rack
  - 149.15 164.05 208.80
- C220109 Chrome Coat Tree
  - 47.45 52.20 66.45
- C220134 Chrome Easel
  - 49.50 54.45 69.30
- C220110 Chrome Bag Rack
  - 83.45 91.80 116.85

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### TOTAL COST

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Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.
NAME OF SHOW:  ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

COMPANY NAME:  

CONTACT NAME:  

PHONE #:  

E-MAIL ADDRESS:  

For Assistance, please call 615-884-5765 to speak with one of our experts.

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

SHOWCASES

HALF VISION SHOWCASE  FULL VISION SHOWCASE  CORNER SHOWCASE

<table>
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<tr>
<th>Qty</th>
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<tr>
<td></td>
<td>175563  Corner Case</td>
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<td>$623.75</td>
<td>$686.15</td>
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HALF VISION CASE 79 ½"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14½" of viewing area.

FULL VISION CASE 79 ½"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32½" of viewing area. No storage below display area.

CORNER SHOWCASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.

All showcases are 42” high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.

Electrical service for lightbar must be arranged through the facility.

TOTAL COST

Sub-Total + Tax (9.5%) = TOTAL

Don’t see what you need?  
Please call an Exhibitor Services Representative @ (615) 884-5765
When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer’s specifications
Freeman’s Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

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

**custom options**

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

---

**classic CARPET**

**custom cut**

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

**standard cut**

Our Classic carpet comes in a variety of sizes: 9’ x 10’, 9’ x 20’, 9’ x 30’, 9’ x 40’ and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

---

**questions?**

*Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.*

*Actual color(s) may vary slightly.*
## Freight and Rental Information

### **NAME OF SHOW:** ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

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

*All Classic and Prestige carpets contain recycled content and are recyclable.

### PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

*Guaranteed new, high quality carpet available in a variety of designer colors.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td></td>
</tr>
<tr>
<td>Charcoal</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td></td>
</tr>
<tr>
<td>Gray Pearl</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Black</td>
<td>4.05</td>
<td>4.45</td>
<td>5.65</td>
<td></td>
</tr>
<tr>
<td>Charcoal</td>
<td>4.05</td>
<td>4.45</td>
<td>5.65</td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td>4.05</td>
<td>4.45</td>
<td>5.65</td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td>4.05</td>
<td>4.45</td>
<td>5.65</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>4.05</td>
<td>4.45</td>
<td>5.65</td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

*Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Black</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Red Pepper</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
<tr>
<td>Tuxedo</td>
<td>3.40</td>
<td>3.75</td>
<td>4.75</td>
<td></td>
</tr>
</tbody>
</table>

### CLASSIC CARPET - includes delivery, material handling, installation and removal

*Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9’ x 10’ Classic Carpet</td>
<td>161.85</td>
<td>178.05</td>
<td>226.60</td>
<td></td>
</tr>
<tr>
<td>9’ x 20’ Classic Carpet</td>
<td>323.70</td>
<td>356.05</td>
<td>453.20</td>
<td></td>
</tr>
<tr>
<td>9’ x 30’ Classic Carpet</td>
<td>485.55</td>
<td>534.10</td>
<td>679.75</td>
<td></td>
</tr>
<tr>
<td>9’ x 40’ Classic Carpet</td>
<td>647.40</td>
<td>712.15</td>
<td>906.35</td>
<td></td>
</tr>
</tbody>
</table>

### CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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</thead>
<tbody>
<tr>
<td>9’ x 10’ Carpet Padding</td>
<td>94.50</td>
<td>103.95</td>
<td>132.30</td>
<td></td>
</tr>
<tr>
<td>9’ x 20’ Carpet Padding</td>
<td>189.00</td>
<td>207.90</td>
<td>264.60</td>
<td></td>
</tr>
<tr>
<td>9’ x 30’ Carpet Padding</td>
<td>283.50</td>
<td>311.85</td>
<td>396.90</td>
<td></td>
</tr>
<tr>
<td>9’ x 40’ Carpet Padding</td>
<td>378.00</td>
<td>415.80</td>
<td>529.20</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2” (90 - 700 sq. ft.)</td>
<td>1.05</td>
<td>1.15</td>
<td>1.45</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sq. ft.)</td>
<td>.45</td>
<td>.50</td>
<td>.65</td>
<td></td>
</tr>
</tbody>
</table>

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

---

**TOTAL COST**

\[
\text{Sub-Total} + \text{9.5% Tax} = \text{Total Cost}
\]

---

**ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
freemannashvillees@freemanco.com

**ONLINE PRICE**

**DISCOUNT PRICE DEADLINE DATE**

MAY 28, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**PAYMENT FORM WITH YOUR ORDER**

DUE DATE: ____________________________

**FREEMAN CARPET**

NAME OF SHOW: ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

For Assistance, please call (615) 884-5785 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.

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

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

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

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

TOTAL COST

Sub-Total + 9.5% Tax = Total Cost
RENTAL exhibits

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com
Package 3
Upgrades available for under $500
Package 3 upgraded with graphics and cabinet

Package 4
Package 4 upgraded with graphics and cabinet

* 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.

Color Options - Classic Carpet
black  blue  gray  green
latte  midnight blue  plum  red
red pepper  tuxedo

Color Options - Fabric and Hardwall Panels
black fabric  blue fabric  gray fabric  white hardwall  white perfboard

Upgrades available for under $500

Slatwall & Shelves  Black Metal  Graphics & Custom Logo
Upgraded Color Options - Prestige Carpet

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

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

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs

www.freemanco.com/customexhibits
ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

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

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

RENTAL EXHIBITS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2,615.65</td>
<td>3,661.90</td>
<td>2,130.35</td>
<td>2,982.50</td>
</tr>
<tr>
<td>2</td>
<td>1,474.85</td>
<td>2,064.80</td>
<td>1,953.85</td>
<td>2,735.40</td>
</tr>
<tr>
<td>3</td>
<td>2,130.35</td>
<td>2,982.50</td>
<td>2,846.70</td>
<td>3,985.40</td>
</tr>
<tr>
<td>4</td>
<td>1,953.85</td>
<td>2,735.40</td>
<td>2,846.70</td>
<td>3,985.40</td>
</tr>
<tr>
<td>5</td>
<td>1,638.75</td>
<td>2,294.25</td>
<td>3,270.85</td>
<td>4,579.20</td>
</tr>
<tr>
<td>6</td>
<td>1,697.60</td>
<td>2,376.65</td>
<td>3,388.70</td>
<td>4,744.20</td>
</tr>
</tbody>
</table>

CHOOSE YOUR PANEL

- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perfboard

CARPET

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

- Black
- Midnight Blue
- Blue
- Plum
- Gray
- Red
- Green
- Red Pepper
- Latte
- 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.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer’s specifications. Our plastic floor covering contains up to 60% recyclable content.

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
- Font Type

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

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer’s specifications.
<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>LIGHT FIXTURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>58.95</td>
<td>82.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>4' Tracklight (3 lights)</td>
<td>283.60</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Halogen Light</td>
<td>91.65</td>
<td>128.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GONDOLAS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17305</td>
<td>1m x ½m x 36'' High</td>
<td>370.50</td>
<td>518.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17306</td>
<td>1m x ½m x 42'' High</td>
<td>370.50</td>
<td>518.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17308</td>
<td>2m x ½m x 36'' High</td>
<td>552.80</td>
<td>773.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17309</td>
<td>2m x ½m x 42'' High</td>
<td>552.80</td>
<td>773.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>173010</td>
<td>1m Radius x ½m x 36'' High</td>
<td>473.05</td>
<td>662.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>173011</td>
<td>1m Radius x ½m x 42'' High</td>
<td>473.05</td>
<td>662.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>7.05</td>
<td>9.85</td>
<td></td>
</tr>
</tbody>
</table>

RADIUS CABINET (does not have doors)

LITERATURE POCKETS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
<td>27.35</td>
<td>38.30</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + 9.5% Tax = Total Cost
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.
NAME OF SHOW: ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

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

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

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

### TABLE TOP UNIT

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Discount Price</td>
<td>Standard Price</td>
</tr>
<tr>
<td>40'H x 6'W</td>
<td>884.80</td>
<td>1,238.70</td>
</tr>
<tr>
<td>40'H x 8'W</td>
<td>1,029.20</td>
<td>1,440.90</td>
</tr>
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</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40'H x 6'W</td>
<td>1,048.75</td>
<td>1,468.25</td>
</tr>
<tr>
<td>40'H x 8'W</td>
<td>1,192.95</td>
<td>1,670.15</td>
</tr>
</tbody>
</table>

*Shipping Not Included

### FLOOR UNIT

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Discount Price</td>
<td>Standard Price</td>
</tr>
<tr>
<td>8'H x 8'W</td>
<td>1,442.15</td>
<td>2,019.00</td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>1,717.30</td>
<td>2,404.20</td>
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**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8'W</td>
<td>2,392.60</td>
<td>3,349.65</td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>2,785.85</td>
<td>3,900.20</td>
</tr>
</tbody>
</table>

*Shipping Not Included

### CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance. Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

### OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>176.95</td>
<td>247.75</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>91.70</td>
<td>128.40</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>85.20</td>
<td>119.30</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>85.20</td>
<td>119.30</td>
</tr>
</tbody>
</table>

*If shipping literature or products, material handling rates 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.

### QUICK TIPS

- *Shipping Not Included
- *Other Colors Also Available for Purchase Units
- All Classic carpet contain recycled content and are recyclable.

### SPECIAL OFFER

Incorporate the FREEMAN Method of Payment Form with your order.
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, laminating, 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.
NAME OF SHOW:  ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

COMPANY NAME:  

CONTACT NAME :  

E-MAIL ADDRESS :  

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

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

For 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, exhibits and graphics and more.

<table>
<thead>
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<th>sq. ft.</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<td>20&quot;</td>
<td>60&quot;</td>
<td>@</td>
<td>197.05</td>
<td>295.60</td>
<td></td>
</tr>
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</table>

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

**STANDARD SIZES**
**CHOSE YOUR SIZE:**

**APPLICATION**

**BACKGROUND COLOR:**

**LETTERING COLOR:**

**FILE INFORMATION:**

**BACKING MATERIAL:**

- Foamcore
- PVC
- Gatorfoam
- Ultra-Board
- Other

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

**SPECIAL INSTRUCTIONS:**

**TOTAL COST**

Sub-Total + 9.5% Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:
- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS
- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR
- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE
- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
Always provide the following:
- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:
- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:
- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:
- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (615) 884-5785 for assistance.
To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

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

MATERIAL HANDLING:

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

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

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

GRATUITIES:

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

SAFETY:

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

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

Installation of your exhibit will be completed at our discretion prior to show opening.

The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: ______________________________________ Phone Number: ____________________________

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

Supervisor will be: ________________________________________ Phone Number: ____________________________

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

Freeman Supervision (30%/$45.00) = $________

9.5% Tax = $________

Total Installation = $________

DISMANTLE LABOR

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

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

The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.

Emergency contact: ______________________________________ Phone Number: ____________________________

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

Supervisor will be: ________________________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________

Tax = $________ (N/A)

Total Dismantle = $________

9.5% Tax = $________

Total Installation = $________

Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday $ 88.50 $124.00

Overtime- 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday $133.00 $186.00

Double Time- 12:00 A.M. Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M. Saturday and Sunday and recognized holidays $177.00 $248.00
FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse__________Show Site__________Date Shipped_____________________
Total No. of: ___________Crates ___________Cartons ___________Fiber Cases
Setup Plan/Photo: Attached ___________To Be Sent With Exhibit ___________In Crate No. ___________
Carpet: With Exhibit ___________Rented From Freeman ___________Color ___________Size ___________
Electrical Placement: ___________Drawing Attached ___________Drawing With Exhibit ___________
Electrical Under Carpet ___________Drawing Attached ___________Drawing With Exhibit ___________
Comments: _____________________________________________
__________________________
__________________________
__________________________

Graphics: With Exhibit ___________Shipped Separately ___________
Comments: _____________________________________________
__________________________
__________________________
__________________________

Special Tools/Hardware Required: _____________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____________________________________________
__________________________
__________________________
__________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Standard Ground
  ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

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

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____________________________________________
__________________________
__________________________
__________________________

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

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

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
NAME OF SHOW: ________________________________________________________________________________________
COMPANY NAME ______________________________________________________________ BOOTH #: _________________________
CONTACT NAME: ______________________________________________________ PHONE #: _________________________
E-MAIL ADDRESS

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

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

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

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

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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<tbody>
<tr>
<td>FORKLIFT LABOR</td>
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<tr>
<td>304050 Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$124.50</td>
<td>$174.50</td>
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</tr>
<tr>
<td>304051 Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$169.00</td>
<td>$236.50</td>
<td></td>
</tr>
<tr>
<td>304052 Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$213.00</td>
<td>$298.00</td>
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For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

INSTALLATION

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<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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Describe work to be done:
____________________________________________________________________________________
____________________________________________________________________________________

DISMANTLE

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<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
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<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:
____________________________________________________________________________________
____________________________________________________________________________________

Sub-Total

Tax 9.5%

Total

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN forklift / rigging labor
1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ADHA’s CLL at the 92nd Annual Session / JUNE 19 - 20, 2015
### Display Equipment

<table>
<thead>
<tr>
<th>QTY</th>
<th>Daily Rate</th>
<th>QTY</th>
<th>Daily Rate</th>
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<tbody>
<tr>
<td>20&quot; LCD Monitor</td>
<td>$125.00</td>
<td>12 Input Mixer (4 Mic/4 Stereo)</td>
<td>$100.00</td>
</tr>
<tr>
<td>24&quot; LCD Monitor (16:9)</td>
<td>$200.00</td>
<td>14 Input Mixer (6 Mic/4 Stereo)</td>
<td>$110.00</td>
</tr>
<tr>
<td>32&quot; LCD Monitor w/roll cart (16:9)</td>
<td>$250.00</td>
<td>CD Player w/ Auto Repeat</td>
<td>$65.00</td>
</tr>
<tr>
<td>42&quot; LCD Monitor (16:9)*</td>
<td>$350.00</td>
<td>Computer Audio Interface</td>
<td>$20.00</td>
</tr>
<tr>
<td>47&quot; LCD Monitor(16:9)*</td>
<td>$400.00</td>
<td>Wired Mic (Handheld/Podium)</td>
<td>$45.00</td>
</tr>
<tr>
<td>50&quot; Monitor (16:9)*</td>
<td>$475.00</td>
<td>Wired Mic (Lavalier)</td>
<td>$45.00</td>
</tr>
<tr>
<td>60&quot; Monitor (16:9)*</td>
<td>$700.00</td>
<td>Wireless Mic (Handheld)</td>
<td>$150.00</td>
</tr>
<tr>
<td>103&quot; HD Plasma Monitor (16:9)</td>
<td>Please Call</td>
<td>Wireless Mic (Lavalier)</td>
<td>$150.00</td>
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<tr>
<td>LED Display/Wall</td>
<td>Please Call</td>
<td>Wireless Mic (Headset)</td>
<td>$200.00</td>
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</table>

*Price includes 6' floor stand and attached speakers

### Rigging Truss & Motor Rentals

| Please Call | **Price includes floor stand & 4-input mixer** |

### Video/Miscellaneous AV

<table>
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<tr>
<th>QTY</th>
<th>Daily Rate</th>
<th>QTY</th>
<th>Daily Rate</th>
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</thead>
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<tr>
<td>Flipchart Package</td>
<td>$50.00</td>
<td>5' x 7' Pull-up Screen</td>
<td>$35.00</td>
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<tr>
<td>DVD Player w/ Auto Repeat</td>
<td>$50.00</td>
<td>8' x 8' Tripod Screen</td>
<td>$50.00</td>
</tr>
<tr>
<td>LCD Support Package</td>
<td>$25.00</td>
<td>7.5' x 10' Front Screen w/ Dress Kit (4:3)</td>
<td>$200.00</td>
</tr>
<tr>
<td>LCD Projector (4000 lumens)</td>
<td>$400.00</td>
<td>9' x 12' Front Screen w/ Dress Kit (4:3)</td>
<td>$250.00</td>
</tr>
<tr>
<td>LCD Projector (5000 lumens)</td>
<td>$550.00</td>
<td>5.75' x 10' Front Screen w/ Dress Kit (16:9)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Laptop/Desktop Computer Package</td>
<td>Please Call</td>
<td>7.5' x 13' Front Screen w/ Dress Kit (16:9)</td>
<td>$365.00</td>
</tr>
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</table>

### Delivery Information

<table>
<thead>
<tr>
<th>Order Total Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Name: 1 - Equipment Total</td>
</tr>
<tr>
<td>Booth/Room #: 2 - Total Number of Show Days</td>
</tr>
<tr>
<td>Delivery Date: Time: 8a-12p 12p-3p 3p-6p 3 - Subtotal (line 1 x 2)</td>
</tr>
<tr>
<td>Pick-Up Date: Time: 4 - Sales Tax 9.25% (line 3 x .0925)</td>
</tr>
<tr>
<td>Onsite Contact: 5 - Delivery/Set-up Fee (25% of line 3, $100min)</td>
</tr>
<tr>
<td>Onsite Contact Cell #: 6 - Total Amount Due (line 3+4+5)</td>
</tr>
</tbody>
</table>

### Notes:

### Company / Customer Information

| Company Name: | |
| Employee Name: | |
| Phone: | |
| Billing Address: | |
| City, State, Zip: | |
| Email Address: | |

### Payment Information

My signature below confirms my understanding of the following:

1. Music City Center AV, (provided by LMG, Inc.) accepts payment using major credit cards. There is a convenience fee associated with this service. The convenience fee is 3%. Convenience fee does not apply if payment is made in the form of electronic funds.
2. I am aware that this form will be kept on file.
3. The signed charge slip may be used for payment of rental charge.
4. I agree to supply a copy of my credit card (front & back), and of my valid driver's license.

(Orders cannot be processed without copy of credit card and driver's license)

Check Enclosed*: __________ (Please make payable to LMG, Inc.) *Payment is due in advance of equipment delivery

Credit Card #: ___________________________ Exp. Date: ________ Security Code: __________ Driver's License #: __________

Cardholder Signature: ___________________________ Date: __________
Name of Event: ____________________________  Event Date: ____________________________  Booth/Room: ____________________________
Company Name: ____________________________  Contact Name: ____________________________
Address: _________________________________________________________________  City, State  Zip: ____________________________________________________
E-mail: _________________________________________________________________  Phone: _________________________________________________________________  Fax: _________________________________________________________________

### Breakfast & Break Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th>#Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muffins &amp; Assorted Danish (dozen)</td>
<td>36</td>
<td>36.00</td>
<td></td>
<td>36.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Assorted Bagels with Cream Cheese (dozen)</td>
<td>37</td>
<td>37.00</td>
<td></td>
<td>37.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Ham &amp; Cheese Croissants or Sausage Biscuits (dozen)</td>
<td>45</td>
<td>45.00</td>
<td></td>
<td>45.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Fresh Baked Brownies or Cookies (dozen)</td>
<td>32</td>
<td>32.00</td>
<td></td>
<td>32.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Tortilla Chips &amp; Salsa (serves 25 ppl)</td>
<td>85</td>
<td>85.00</td>
<td></td>
<td>85.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Potato Chips &amp; French Onion Dip (serves 25 ppl)</td>
<td>85</td>
<td>85.00</td>
<td></td>
<td>85.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Warm Jumbo Pretzels with Cheese Sauce &amp; Spicy Mustard (dozen)</td>
<td>36</td>
<td>36.00</td>
<td></td>
<td>36.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### Box Lunch Selections

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>#Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Roast Beef &amp; Cheddar Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water</td>
<td>21</td>
<td>21.00</td>
<td></td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Option 2</td>
<td>Lean Ham &amp; Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water</td>
<td>21</td>
<td>21.00</td>
<td></td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Option 3</td>
<td>Smoked Turkey with Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water</td>
<td>21</td>
<td>21.00</td>
<td></td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Option 4</td>
<td>Vegetarian Wrap with Dressing, Chips, Dessert, Soda or Water</td>
<td>21</td>
<td>21.00</td>
<td></td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### Refreshments and Beverages

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th>#Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular or Decaf Coffee (gallon)</td>
<td>55</td>
<td>55.00</td>
<td></td>
<td>55.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Herbal Tea Bags, with hot water, lemon &amp; honey (gallon)</td>
<td>55</td>
<td>55.00</td>
<td></td>
<td>55.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Orange, Cranberry, or Apple Bottled Juice (each)</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td>4.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Dasani Bottled Water (each)</td>
<td>3.75</td>
<td>3.75</td>
<td></td>
<td>3.75</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Assorted Coca Cola Soft Drinks (each)</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
<td>3.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host House Cocktails **(per drink)</td>
<td>6.00</td>
<td>6.00</td>
<td></td>
<td>6.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host House Wine **(per drink)</td>
<td>7.00</td>
<td>7.00</td>
<td></td>
<td>7.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host Domestic Beer* (each)</td>
<td>6.00</td>
<td>6.00</td>
<td></td>
<td>6.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host Domestic Beer* (each)</td>
<td>5.00</td>
<td>5.00</td>
<td></td>
<td>5.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Bartender (4 hour minimum rate)</td>
<td>150</td>
<td>150.00</td>
<td></td>
<td>150.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

* Bartender is Required @ $150 minimum rate (4 hours), additional hrs are $40 per hr per bartender.  **Cocktails & Wine are subject to an additional 15% beverage tax.

Show management must approve all beverage on show floors.

### Deli Platters and Party Trays

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>10-15 Serves</th>
<th>20-25 Serves</th>
<th>35-40 Serves</th>
<th>Amount</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Fresh Vegetable Tray</td>
<td>90.00</td>
<td>150.00</td>
<td>240.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gourmet Cheese and Fruit Tray</td>
<td>130.00</td>
<td>215.00</td>
<td>340.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-made Assorted Deli Sandwiches</td>
<td>150.00</td>
<td>250.00</td>
<td>400.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Options

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Cost</th>
<th>#Days</th>
<th>Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Cubes (10 lb bag)</td>
<td>5.00</td>
<td>5.00</td>
<td></td>
<td>5.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Water Cooler with 5 gallon water bottle</td>
<td>75.00</td>
<td>75.00</td>
<td></td>
<td>75.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Additional 5 Gallon bottle of Water</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
<td>30.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### Additional Menu Options Available Upon Request

All orders must be received 72 hours in advance of delivery. Please add 21% Catering Service Fee and 9.25% Sales Tax.  
ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE. TERMS AND CONDITIONS on page 2.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

Please make Company Checks, Cashier Checks or US Bank Money Orders payable to:

Centerplate

Credit Card:  ☐ American Express  ☐ Mastercard  ☐ Visa

Billing Zip: ____________________________
Credit Card Number: ____________________________  Exp. Date: _____/_____  CVC# ____________________________
(Print) Card Name: ____________________________  Signature: ____________________________  Date: ____________________________

Revised January 2014  Mail To: Attn: Renae Droege, MCC 201 5th Avenue South, Nashville, TN 37203
Terms and Conditions

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

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

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

**PAYMENTS:**

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

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

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

15% Additional Charge will be added to all orders received within 72 hours of delivery order date.  
21% Catering Service Fee will be added to all orders.  
9.25% Sales Tax will be added to all orders.  
.25% Zone Fee will be added to all orders.

Prices are subject to change without notice.

Date: __________  
Client Initials: __________
FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

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

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

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

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

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

Name of Event: __________________________________________
Company Name: _________________________________________ Booth #_________
Address:_________________________________________________ City:_________ State:_____ Zip:_________
Contact:_________________________________________________ Date:__________________
Phone Number:_________________________ Email:__________________________

Products you wish to dispense (including portion size) __________________________________________
Proposed method of dispensing and purpose for offering samples: ________________________________

Approved: _______________________________ _______________________________
General Manager, Food & Beverage Date
Music City Center
Booth Security Guard
Service Order Form
Phone: 615-401-1440/ Fax: 615-401-1439
Order online at www.nashvillemusiccitycenter.com
or complete this form and submit via fax or mail.

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

Name of Event: _______________________________________________ Event Date: ______________  Booth/Room: _______________________
Company Name: ________________________________________________________Ordered By:___________________________________________
Address: _________________________________________________________ City, State  Zip: _________________________________________
E-mail: _____________________________________________  Phone: _____________________________ Fax: ___________________________

Order Request information:

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Security Description:

| Booth Guard (Quantity = total hours). | $19.00 | $29.00 | $ |
| Supervisor (Quantity = total hours) | $22.00 | $33.00 | $ |
| Metro Police Officers (Quantity = total hours) | $49.00 | $68.00 | $ |

Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.

Additional Terms: 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

Post Instructions:
Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.

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

Card Name: _______________________________ Signature: ___________________________________ Date: ___________
Credit Card:   American Express ________   MasterCard __________   Visa __________    Discover ___________
Credit Card Number:  _____________ - ____________ - _____________ - ____________   Exp Date:                 /

Make check payable to: Music City Center
MCC Use Only
Installed by ______________________
Date ______________________

Confirmation of orders provided upon request.

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

**Communications and Technology**

**Service Order Form**

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

Order online at www.nashvillemusiccitycenter.com or complete this form and submit via fax or mail.

---

### Payment

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

---

### Equipment Rental

**Telephone Services:**
- Includes 1 cable drop with RJ11 jack for the duration of the show.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Phone Line - includes line with jack.</td>
<td></td>
<td>$230</td>
<td>$300</td>
<td>$</td>
</tr>
<tr>
<td>Voice (no additional charge)</td>
<td></td>
<td>$25</td>
<td>$45</td>
<td>$</td>
</tr>
<tr>
<td>Analog Telephone needed</td>
<td></td>
<td>$75</td>
<td>$90</td>
<td>$</td>
</tr>
<tr>
<td>Voice Mail (requires a digital multi line phone set)</td>
<td></td>
<td>$75</td>
<td>$90</td>
<td>$</td>
</tr>
<tr>
<td>Optional Telephone Services - Digital Multi-line Phone Set</td>
<td></td>
<td>$55</td>
<td>$75</td>
<td>$</td>
</tr>
<tr>
<td>Optional Telephone Services - Polycom Conference Speakerphone</td>
<td></td>
<td>$105</td>
<td>$150</td>
<td>$</td>
</tr>
</tbody>
</table>

**Miscellaneous Equipment Rental:**
- Does NOT include power.

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer with 17&quot; Flat Panel Monitor for duration of show</td>
<td></td>
<td>$305</td>
<td>$400</td>
<td>$</td>
</tr>
<tr>
<td>Laptop Computer</td>
<td></td>
<td>$350</td>
<td>$425</td>
<td>$</td>
</tr>
<tr>
<td>21&quot; Flat Panel Monitor</td>
<td></td>
<td>$225</td>
<td>$250</td>
<td>$</td>
</tr>
<tr>
<td>Fax Machine</td>
<td></td>
<td>$100</td>
<td>$110</td>
<td>$</td>
</tr>
<tr>
<td>Printer</td>
<td></td>
<td>$125</td>
<td>$150</td>
<td>$</td>
</tr>
<tr>
<td>Internal Networking - Room to room, per connection charge.</td>
<td></td>
<td>$250</td>
<td>$350</td>
<td>$</td>
</tr>
</tbody>
</table>

**Long Distance:**

<table>
<thead>
<tr>
<th>Long Distance: Minutes</th>
<th>Usage Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.50 / $3.00</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Wireless Internet:**
- The Music City Center offers free WiFi in its Public Space. For full building access, WiFi connections can be pre-purchased for use on event dates or on site through your device upon entering the building.

<table>
<thead>
<tr>
<th>WiFi service (up to 1.5 Mbps) with 1 Computer Connection</th>
<th>QTY 1 Day</th>
<th>QTY 3 Days</th>
<th>QTY 5 Days</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$80.00</td>
<td>$160.00</td>
<td>$239.99</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Wired Internet Access Services:**
- Does NOT include power.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Ethernet Service (256 Kbps) with 1 Computer Connection</td>
<td></td>
<td>$405</td>
<td>$495</td>
<td>$</td>
</tr>
<tr>
<td>Wired Ethernet Service (512 Kbps) with 1 Computer Connection</td>
<td></td>
<td>$795</td>
<td>$895</td>
<td>$</td>
</tr>
<tr>
<td>Wired Ethernet Service (768 Kbps) with 1 Computer Connection</td>
<td></td>
<td>$850</td>
<td>$950</td>
<td>$</td>
</tr>
<tr>
<td>Wired Ethernet Service (1.5 Mbps) with 1 Computer Connection</td>
<td></td>
<td>$900</td>
<td>$1,095</td>
<td>$</td>
</tr>
<tr>
<td>Wired Ethernet Service (2 Mbps) with 1 Computer Connection</td>
<td></td>
<td>$1,800</td>
<td>$2,190</td>
<td>$</td>
</tr>
<tr>
<td>Each Additional Ethernet Computer Connection</td>
<td></td>
<td>$130</td>
<td>$195</td>
<td>$</td>
</tr>
</tbody>
</table>

**Fiber Optic Cable Dry Pair**

| Fiber Optic Cable Dry Pair                                                          |     | $800                                   | $800        | $      |

**VLAN Setup and Configuration**

| VLAN Setup and Configuration                                                        |     | $2,500                                 | $2,500      | $      |

**Tech Support:**

<table>
<thead>
<tr>
<th>Tech Support/Labor (per hour)</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$70</td>
<td>$75</td>
<td>$</td>
</tr>
</tbody>
</table>

---

### Other Services

**Internet Services & Labor Total:**

| Internet Services & Labor Total:                                                  |     | $0                                    | $0          | $      |

---

### Total Due

| Total Due:                                                                         |     | $0                                    | $0          | $      |

---

### Terms & Conditions

- Company check or US Bank money order in the amount of $ ____________
- Make check payable to: Music City Center
- Credit Card: American Express - MasterCard - Visa - Discover
- Credit Card Number: ____________ - Exp. Date: ____________
- Name on Card: ____________
- Signature: ____________
- Date: ____________

---

### Service Placement

- For special placement, please fax a drawing and add 1 hour labor.
- Island Booth (Middle of Booth)
- Standard Booth (Back of Booth)

---

### Address Information

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

---

### Credit Card Information

- Credit Card: American Express _________ - MasterCard _________ - Visa _________ - Discover _________
- Credit Card Number: ____________
- Exp. Date: ____________
- Credit Card: MCC USE ONLY
- Credit Card: Does NOT include power.

---

### Additional Information

- Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203
- Fax To: 615-401-1439
- Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203
- 2014-2015

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### Notes

- A convenience fee of $3.99 will apply to all post event charges. See Terms & Conditions.
- Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.
- Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

1. PROCESSING THE SERVICE ORDER FORM requires: A. Payment in US dollars for all services ordered. B. All information on the Service Order Form to be completed. Missing information will delay processing. C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.

2. EQUIPMENT PROCEDURES: A. Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. B. Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates.

3. UNLESS OTHERWISE DIRECTED, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.

4. PAYMENTS AND REFUNDS: A. Payment in full is required before service can be connected. B. The “Payment Options” section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C. Refunds in full will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A $100 charge per each telephone/data line and a $250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.

5. ADVANCE ORDERS: To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.

6. TELEPHONE, DIAL-UP INTERNET AND ISDN: A. Service will be delivered over a standard RJ11 jack. B. All lines will be restricted from “976, 900, 10-10” dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Long distance charges of $.50/minute domestic and $3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. MCC will provide customer with a call accounting log upon request. F. Power must be ordered separately. Price does NOT include power.

7. MCC INTERNET/DATA SERVICES: A. Service will be delivered over a standard RJ45 jack or 802.11b/g wireless access points. B. Wired service is 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. C. Customers will be issued one user name and password or IP address for each connection purchased. D. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F. MCC will provide customer with a call accounting log upon request. G. Power must be ordered separately. Price does NOT include power.

8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.

9. CUSTOMER INTERNET/DATA RESPONSIBILITIES: A. MCC requires that updated and current anti-virus protection be installed on every device connected to the MCC network. B. At no time will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required equipment and software.

10. INTERNET USER/CUSTOMER RESPONSIBILITY: A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.

11. COMPUTER EQUIPMENT RENTAL includes setup of computer and monitor, but does not include power or internet connections.

12. OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Music City Center.
MCC’S OBLIGATIONS UNDER this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC’s reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

COMMUNICATION SERVICES ARE TO BE ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.

ONLY MCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.

ALL CUSTOMER EQUIPMENT must comply with FCC regulations and be configured to operate with “dial 9” service. MCC reserves the right to limit use of outside communication devices, including wireless devices.

PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.

PAYMENT AUTHORIZATION & FEES: Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.

CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

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

2014-2015
## Electrical Service Order Form

**Music City Center**

**Service Order Form**

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

Order online at www.nashvillemusiccitycenter.com or complete this form and submit via fax or email.

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

Name of Event: _____________________________  Booth/Room: _____________________________

Company Name: _____________________________  Ordered By: _____________________________

Address: ________________________________________________________________

E-mail: ________________________________________________________________  Phone: _____________________________  Fax: _____________________________

**120V Standard Electrical Outlets**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if Rcvd 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 500 Watts (5 amps, single outlet)</td>
<td>$80</td>
<td>$110</td>
<td>$</td>
</tr>
<tr>
<td>501 - 1000 Watts (10 amps, single outlet)</td>
<td>$90</td>
<td>$120</td>
<td>$</td>
</tr>
<tr>
<td>1001 - 1500 Watts (15 amps, single outlet)</td>
<td>$100</td>
<td>$150</td>
<td>$</td>
</tr>
<tr>
<td>1501 - 2000 Watts (20 amps, single outlet)</td>
<td>$110</td>
<td>$160</td>
<td>$</td>
</tr>
</tbody>
</table>

**Miscellaneous Electrical Supplies**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if Rcvd 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20’ Extension Cords</td>
<td>$20</td>
<td>$25</td>
<td>$</td>
</tr>
<tr>
<td>Triple Tap (3 outlets)</td>
<td>$8</td>
<td>$9</td>
<td>$</td>
</tr>
<tr>
<td>Power Strip (6 outlets)</td>
<td>$23</td>
<td>$33</td>
<td>$</td>
</tr>
</tbody>
</table>

Sub-Total: $______________

**Special Placement Labor (1 hr)**

See Labor Rate Schedule Below

$______________

Sub-Total: $______________

**120V Standard Total:**

$______________

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

**208V Single Phase Connections:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if Rcvd 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 amps: ☐ neutral required?</td>
<td>$150</td>
<td>$230</td>
<td>$</td>
</tr>
<tr>
<td>20 amps: ☐ neutral required?</td>
<td>$170</td>
<td>$280</td>
<td>$</td>
</tr>
<tr>
<td>30 amps: ☐ neutral required?</td>
<td>$260</td>
<td>$425</td>
<td>$</td>
</tr>
<tr>
<td>40 amps: ☐ neutral required?</td>
<td>$375</td>
<td>$550</td>
<td>$</td>
</tr>
<tr>
<td>50 amps: ☐ neutral required?</td>
<td>$400</td>
<td>$600</td>
<td>$</td>
</tr>
<tr>
<td>60 amps: ☐ neutral required?</td>
<td>$425</td>
<td>$690</td>
<td>$</td>
</tr>
<tr>
<td>Add’l 10 amps: ☐ neutral required?</td>
<td>$65</td>
<td>$80</td>
<td>$</td>
</tr>
<tr>
<td>100 amps: ☐ neutral required?</td>
<td>$530</td>
<td>$750</td>
<td>$</td>
</tr>
<tr>
<td>200 amps: ☐ neutral required?</td>
<td>$900</td>
<td>$1,100</td>
<td>$</td>
</tr>
<tr>
<td>400 amps: ☐ neutral required?</td>
<td>$1,100</td>
<td>$1,500</td>
<td>$</td>
</tr>
</tbody>
</table>

Sub-Total: $______________

**208V Three Phase Connections:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if Rcvd 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 amps: ☐ neutral required?</td>
<td>$190</td>
<td>$275</td>
<td>$</td>
</tr>
<tr>
<td>20 amps: ☐ neutral required?</td>
<td>$205</td>
<td>$305</td>
<td>$</td>
</tr>
<tr>
<td>30 amps: ☐ neutral required?</td>
<td>$290</td>
<td>$460</td>
<td>$</td>
</tr>
<tr>
<td>40 amps: ☐ neutral required?</td>
<td>$350</td>
<td>$600</td>
<td>$</td>
</tr>
<tr>
<td>50 amps: ☐ neutral required?</td>
<td>$390</td>
<td>$750</td>
<td>$</td>
</tr>
<tr>
<td>60 amps: ☐ neutral required?</td>
<td>$450</td>
<td>$825</td>
<td>$</td>
</tr>
<tr>
<td>Add’l 10 amps: ☐ neutral required?</td>
<td>$65</td>
<td>$80</td>
<td>$</td>
</tr>
<tr>
<td>100 amps: ☐ neutral required?</td>
<td>$705</td>
<td>$1,000</td>
<td>$</td>
</tr>
<tr>
<td>200 amps: ☐ neutral required?</td>
<td>$1,305</td>
<td>$1,900</td>
<td>$</td>
</tr>
<tr>
<td>400 amps: ☐ neutral required?</td>
<td>$2,605</td>
<td>$3,500</td>
<td>$</td>
</tr>
</tbody>
</table>

Sub-Total: $______________

**480V**

Please call Service Representative for Quote. 615-401-1440

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Three Phase</td>
<td>☐ Neutral</td>
<td>$ $</td>
<td></td>
</tr>
<tr>
<td>☐ Three Phase</td>
<td>☐ Neutral</td>
<td>$ $</td>
<td></td>
</tr>
</tbody>
</table>

**Advance Rate (if Rcvd 14 days prior)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 24 Hour Power, Add 50% to Connections</td>
<td>$65</td>
<td>$80</td>
<td>$</td>
</tr>
<tr>
<td>Sales Tax (9.25%) + CBD Fee (0.25%) Charged on Connections ONLY</td>
<td>$2,255</td>
<td>$3,000</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Labor Hours (2 x Connection total) See Labor Rate Schedule Below $______________

**480V Total:**

$______________

### Section Totals

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>120V Standard Total: $______________</td>
</tr>
<tr>
<td>Miscellaneous Total: $______________</td>
</tr>
<tr>
<td>208V Single Phase Total: $______________</td>
</tr>
<tr>
<td>208V Three Phase Total: $______________</td>
</tr>
<tr>
<td>480V Total: $______________</td>
</tr>
</tbody>
</table>

TOTAL DUE: $______________

### Hourly Labor Rate Schedule:

Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.

**Advance Rate (if Rcvd 14 days prior)**

| Monday - Friday 8:00 a.m. - 5:00 p.m. | $60 | $75 |
| Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.) | $90 | $120 |
| Holidays | $120 | $150 |

### Payment, Authorization & Fee Acceptance:

Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the Music City Center to charge the credit card for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

**Check payable to:** Music City Center

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


#### MCC Use Only

Installed by _____________________________  Date _____________________________

Confirmation of orders provided upon request

☐ Company check or US Bank money order in the amount of $ _____________________________

☐ Credit Card: American Express MasterCard Visa Discover

☐ Island Booth (Middle of Booth)

☐ Standard Booth (Back of Booth)

☐ Make check payable to: Music City Center

☐ For special placement, please fax a drawing and add 1 hour labor
Music City Center
Terms and Conditions of Electrical Services

Standard Electrical Services:
120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

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

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

2014-2015
## Service Order Form

**Music City Center**  
Natural Gas, Compressed Air, Water, & Drain  
Service Order Form  
Phone: 615-401-1440/ Fax: 615-401-1439  
Order online at www.nashvillemusiccitycenter.com or complete this form and submit via fax or mail.

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

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Event Date:</th>
<th>Booth/Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Ordered By:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>City, State Zip:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4” to 1/2” line)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$175</td>
</tr>
<tr>
<td></td>
<td>Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$130</td>
<td>$175</td>
</tr>
<tr>
<td></td>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>Lines above 1/2” in size, add 50% to service connection charge</td>
<td>$65</td>
<td>$88</td>
</tr>
</tbody>
</table>

### Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8” to 1/2” line)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>Service charge for 1st Connection (Drain not included) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$125</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$60</td>
<td>$90</td>
</tr>
<tr>
<td></td>
<td>Lines above 1/2” in size, add 50% to service connection charge</td>
<td>$63</td>
<td>$75</td>
</tr>
</tbody>
</table>

### Drain: (Price based on 1” line)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$95</td>
</tr>
<tr>
<td></td>
<td>Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$95</td>
<td>$115</td>
</tr>
<tr>
<td></td>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$45</td>
<td>$65</td>
</tr>
<tr>
<td></td>
<td>Lines above 1” in size, add 50% to service connection charge</td>
<td>$48</td>
<td>$58</td>
</tr>
</tbody>
</table>

### One Time Water Fill including Drain (applicable labor will apply):

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$175</td>
</tr>
<tr>
<td></td>
<td>Service charge for one time fill and drain (Up to 500 gallons maximum) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$175</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td>Each additional 1000 gallons (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$55</td>
<td>$100</td>
</tr>
</tbody>
</table>

### Natural Gas: 1025-1030 BTU per cubic foot at 7” water column pressure (4 oz.) Prices based on 1/2” line.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$250</td>
<td>$275</td>
</tr>
<tr>
<td></td>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$175</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Connections Sub-Total: $9.50%

### Sales Tax (9.25%) + CBD Fee (0.25%) Charged on Connections ONLY

### Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$60</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday; 8:00 a.m. - 5:00 p.m.</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td>Saturdays &amp; Sundays and Weekday Evenings (After 5:00 p.m.)</td>
<td>$120</td>
<td>$120</td>
</tr>
<tr>
<td></td>
<td>Holidays</td>
<td>$150</td>
<td>$150</td>
</tr>
</tbody>
</table>

### Labor Total: $9.50%

### Total Due: $9.50%

---

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

**Payment, Authorization & Fee Acceptance:** Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

- [ ] Company check or US Bank money order in the amount of $ __________
- [ ] Credit Card: American Express __________ MasterCard __________ Visa __________ Discover __________
- Credit Card Number: __________ Exp. Date: __________
- Card Name: ____________________ Signature: ____________________ Date: __________

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

2014-2015  
White copy: Service Rep; Yellow copy: Electrician; Pink copy: Accounting; Goldenrod copy: Customer
All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.

The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.

Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.

Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.

The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center’s utility supervisors.

To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and

All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.

Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.

Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.

Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.

Exhibitors must furnish all necessary fittings to connect to 1/2” female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.

Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.

Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's office.

Any requirements over and above what is listed on this form should be attached and returned to MCC.

Payment in full must be rendered prior to service installation.

Credit will not be issued for service installed and not used.

Claims will not be considered unless filed by the exhibitor prior to close of show.

Prices are subject to change without notice.

Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.
Music City Center
Rigging
Service Order Form
Phone: 615-401-1440/ Fax: 615-401-1439

Name of Event: ____________________________________________________________
Event Date: ______________________ Booth/Room:____________________
Company Name: ____________________________________________________________
Ordered By: ________________________________________________________________
Address: __________________________________________________________________
City, State Zip: _____________________________________________________________
E-mail: ___________________________________________________________________
Phone: _______________________________ Fax: _______________________

Rigging Service Information

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Material</th>
<th>Size</th>
<th>Estimated Sign Weight</th>
<th>Estimated Total Weight</th>
<th>Height from floor to bottom of item</th>
<th>Will you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Power*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y/N</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
</tbody>
</table>

☐ Check here if you are requesting an exclusive crew. ☐ Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: __________/_________ Requested Removal Date/Time: __________/_________

Location of Requested Rigging:

☐ Exhibit Hall
(A A1 A2 B C D)
☐ Grand Ballroom
☐ Davidson Ballroom
☐ Public Spaces
☐ Exterior Banners
☐ Other: ____________________

*if requesting services in more than one location, please submit a separate form for each.

All rates include shackles, carabiners, rope, etc.

Minimum crews are based on scope of work

Quote Provided By ____________________ Date: __________

Client Signature ____________________ Date: __________

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

☐ Company check or US Bank money order in the amount of $ ____________________

☐ Credit Card: American Express _____________ MasterCard ______________ Visa ______________ Discover _____________

Credit Card Number: _________________-_______________-______________-________________ Exp. Date __________

FOR OFFICE USE ONLY

Sub-total: $900/week

Miscellaneous:

Final Billing Amount: ____________________

Make check payable to: Music City Center

Installed by ____________________ Date: __________

Confirmation of orders provided upon request

Name on Card: ____________________ Signature: ____________________ Date: __________

2014-2015 Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203
1. All items (including clings and wraps) to be suspended or attached to the facility must be hung, flown, or rigged by the MCC Rigging Dept.

2. All requests are subject to physical and structural limitations and must be approved by the MCC Rigging.

3. All rigging equipment and materials must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by the MCC Rigging Department. Additional Fees may apply.

4. Advance notice is required. On-site orders may cause delays and additional costs to the client.

5. Rigging crew size, and the number of crews will be determined by the MCC Rigging Department based on complexity, scope of work, and available time for installation.

6. **Banner/Cling Requirements**: Special lifts may be required for heights over 40' and may result in additional charges (Lifts for special applications will be quoted individually).

7. **Banner/Cling Requirements**: Rigging crew rates apply to all signage and banners. Sign must be assembled and ready for hanging when crew arrives.

8. Banner/Cling Requirements: Non standard signage and banners will be quoted individually.

9. Payment: All rigging services must be pre-paid 14 days in advance to qualify for advanced rate.

10. **Payment**: All cancellation requests received less than 72 hours before the scheduled work, will not be eligible for refund.

11. Prices are subject to change without notice. Rates for any time during a Holiday are charged the equivalent to 12 AM-8 AM rigging labor rate.

12. We request that you send your information to us 21 days prior to your move-in date to allow for a quote to be generated. If we receive your request less than 14 days prior to your event, we will quote Floor Order rates.

13. Although we make our best effort to accurately identify the labor and equipment necessary to fulfill orders during our quote process, additional charges may apply if circumstances require additional time or equipment to complete a job. Additional charges, if any, will be identified when customer is on-site and payment will be required prior to services rendered. (If customer qualified for the Advanced Rate on quoted balance, additional labor will be charge at same rate.)

14. If your Rigging order requires power, you must complete a separate Electrical Services Order Form. The Rigging quote provided to you will not include the cost of power.

15. Any changes to submitted rigging needs may result in use of overtime.

16. Orders may be calculated with a minimum labor charge of 1 hour in and 1 hour out.

17. **Exhibitor Estimate Process**: All exhibitor orders qualifying for Advance Rates will be estimated upon receipt, assuming each order represents the total rigging order for the event. (Maximum Quote). After the Advance period closes, all confirmed orders will be reevaluated for potential cost savings considering the entire scope of work for the specific event. Revised estimates will be issued and payments collected at that time.

18. CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)</td>
<td>$60.00 to $85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)</td>
<td>$85.00 &amp; Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BROMELIADS (As Available)</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LARGE POTTED FERNS</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18” TROPICAL PLANTS</td>
<td>$32.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ TROPICAL PLANTS</td>
<td>$37.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3’ TROPICAL PLANTS</td>
<td>$47.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ TROPICAL PLANTS</td>
<td>$57.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5’ TROPICAL PLANTS</td>
<td>$67.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ TROPICAL PLANTS</td>
<td>$77.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7’ - 8’ TROPICAL PLANTS</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPECIALTY CONTAINERS &amp; PLANTERS (Contact us for a quote)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DELIVERY CHARGE $10.00

SUB TOTAL

9.25% SALES TAX

TOTAL

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

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

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

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

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

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

NAME AS SHOWN ON CARD: (Please Print)

CREDIT CARD BILLING ADDRESS:
(If different from above)
BILLING ADDRESS LINE 2:

CARDHOLDERS SIGNATURE: (Required)
## Display Equipment

<table>
<thead>
<tr>
<th>Display Equipment</th>
<th>QTY</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>20&quot; LCD Monitor</td>
<td></td>
<td>$125.00</td>
</tr>
<tr>
<td>24&quot; LCD Monitor (16:9)</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>32&quot; LCD Monitor w/ roll cart (16:9)</td>
<td></td>
<td>$250.00</td>
</tr>
<tr>
<td>42&quot; LCD Monitor (16:9)*</td>
<td></td>
<td>$350.00</td>
</tr>
<tr>
<td>47&quot; LCD Monitor (16:9)*</td>
<td></td>
<td>$400.00</td>
</tr>
<tr>
<td>50&quot; Monitor (16:9)*</td>
<td></td>
<td>$475.00</td>
</tr>
<tr>
<td>60&quot; Monitor (16:9)*</td>
<td></td>
<td>$700.00</td>
</tr>
<tr>
<td>103&quot; HD Plasma Monitor (16:9)</td>
<td></td>
<td>Please Call</td>
</tr>
<tr>
<td>LED Display/Wall</td>
<td></td>
<td>Please Call</td>
</tr>
</tbody>
</table>

**Note:** *Price includes 6’ floor stand and attached speakers

## Audio Equipment

<table>
<thead>
<tr>
<th>Audio Equipment</th>
<th>QTY</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Input Mixer (4 Mic/4 Stereo)</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>14 Input Mixer (6 Mic/4 Stereo)</td>
<td></td>
<td>$110.00</td>
</tr>
<tr>
<td>CD Player w/ Auto Repeat</td>
<td></td>
<td>$65.00</td>
</tr>
<tr>
<td>Computer Audio Interface</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Wired Mic (Handheld/Podium)</td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Wired Mic (Lavalier)</td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Wireless Mic (Handheld)</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Wireless Mic (Lavalier)</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Small Sound System**</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Large Sound System**</td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Note:** *Price includes floor stand & 4-input mixer

## Video/Miscellaneous AV

<table>
<thead>
<tr>
<th>Video/Miscellaneous AV</th>
<th>QTY</th>
<th>Daily Rate</th>
<th>Screens</th>
<th>QTY</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flipchart Package</td>
<td></td>
<td>$50.00</td>
<td>5’ x 7’ Pull-up Screen</td>
<td></td>
<td>$35.00</td>
</tr>
<tr>
<td>DVD Player w/ Auto Repeat</td>
<td></td>
<td>$50.00</td>
<td>8’ x 8’ Tripod Screen</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>LCD Support Package</td>
<td></td>
<td>$25.00</td>
<td>7.5’ x 10’ Front Screen w/ Dress Kit (4:3)</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>LCD Projector (4000 lumens)</td>
<td></td>
<td>$400.00</td>
<td>9’ x 12’ Front Screen w/ Dress Kit (4:3)</td>
<td></td>
<td>$250.00</td>
</tr>
<tr>
<td>LCD Projector (5000 lumens)</td>
<td></td>
<td>$550.00</td>
<td>5.75’ x 10’ Front Screen w/ Dress Kit (16:9)</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td>Laptop/Desktop Computer Package</td>
<td></td>
<td>Please Call</td>
<td>7.5’ x 13’ Front Screen w/ Dress Kit (16:9)</td>
<td></td>
<td>$365.00</td>
</tr>
</tbody>
</table>

## Delivery Information

<table>
<thead>
<tr>
<th>Delivery Information</th>
<th>QTY</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Name:</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Booth/Room #:</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Delivery Date:</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Pick-Up Date:</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Onsite Contact:</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Onsite Contact Cell #:</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

## Order Total Information

1. Equipment Total: $ 
2. Total Number of Show Days: 
3. Subtotal (line 1 x 2): $ 
4. Sales Tax 9.25% (line 3 x .0925): $ 
5. Delivery/Set-up Fee (25% of line 3. $100min): $ 
6. Total Amount Due (line 3+4+5): $ 

## Notes:

## Company / Customer Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Payment Information

My signature below confirms my understanding of the following:

1. **Music City Center AV, (provided by LMG, Inc.)** accepts payment using major credit cards. There is a convenience fee associated with this service. The **convenience fee is 3%**. Convenience fee does not apply if payment is made in the form of electronic funds.
2. I am aware that this form will be kept on file.
3. The signed charge slip may be used for payment of rental charge.
4. I agree to supply a copy of my credit card (front & back), and of my valid driver's license.

**Orders cannot be processed without copy of credit card and driver's license**

Check Enclosed*: $ (Please make payable to LMG, Inc.) *Payment is due in advance of equipment delivery

Credit Card #: Exp. Date: Security Code:
Cardholder: Driver's License #: 

**Cardholder Signature:** Date:
### Breakfast & Break Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty x Cost x #Days = Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muffins &amp; Assorted Danish (dozen)</td>
<td>36.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Assorted Bagels with Cream Cheese (dozen)</td>
<td>37.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Ham &amp; Cheese Croissants or Sausage Biscuits (dozen)</td>
<td>45.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Fresh Baked Brownies or Cookies (dozen)</td>
<td>32.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Tortilla Chips &amp; Salsa (serves 25 ppl)</td>
<td>85.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Potato Chips &amp; French Onion Dip (serves 25 ppl)</td>
<td>85.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Warm Jumbo Pretzels with Cheese Sauce &amp; Spicy Mustard (dozen)</td>
<td>36.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### Lunch Selections

<table>
<thead>
<tr>
<th>Option</th>
<th>Qty  x Cost x #Days = Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTION 1: Roast Beef &amp; Cheddar Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water</td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>OPTION 2: Lean Ham &amp; Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water</td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>OPTION 3: Smoked Turkey with Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water</td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>OPTION 4: Vegetarian Wrap with Dressing, Chips, Dessert, Soda or Water</td>
<td>21.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### Refreshments and Beverages

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty  x Cost x #Days = Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular or Decaf Coffee (gallon)</td>
<td>55.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Herbal Tea Bags, with hot water, lemon &amp; honey (gallon)</td>
<td>55.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Orange, Cranberry, or Apple Bottled Juice (each)</td>
<td>4.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Dasani Bottled Water (each)</td>
<td>3.75</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Assorted Coca Cola Soft Drinks (each)</td>
<td>3.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host House Cocktails <strong>(per drink)</strong></td>
<td>6.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host House Wine <strong>(per drink)</strong></td>
<td>7.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host Domestic Beer* (each)</td>
<td>6.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Host Domestic Beer* (each)</td>
<td>5.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Bartender (4 hour minimum rate)</td>
<td>150.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

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

### Deli Platters and Party Trays

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Serves 10-15</th>
<th>Serves 20-25</th>
<th>Serves 35-40</th>
<th>Amount</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Fresh Vegetable Tray</td>
<td></td>
<td></td>
<td>90.00</td>
<td>150.00</td>
<td>240.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Gourmet Cheese and Fruit Tray</td>
<td></td>
<td></td>
<td>130.00</td>
<td>215.00</td>
<td>340.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Pre-made Assorted Deli Sandwiches</td>
<td>150.00</td>
<td></td>
<td>250.00</td>
<td>400.00</td>
<td></td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### Other Options

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty  x Cost x #Days = Total</th>
<th>Delivery Date(s)</th>
<th>Delivery Time</th>
<th>Removal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Cubes (10 lb bag)</td>
<td>5.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Water Cooler with 5 gallon water bottle</td>
<td>75.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>Additional 5 Gallon bottle of Water</td>
<td>30.00</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

### ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST

All orders must be received 72 hours in advance of delivery. Please add 21% Catering Service Fee and 9.25% Sales Tax. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE. TERMS AND CONDITIONS on page 2.

### Payment Authorization & Fees

Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate

Credit Card: [ ] American Express [ ] Mastercard [ ] Visa

Billing Zip: ________________

Credit Card Number: ____________-__________-__________-__________

Exp. Date: ____________

CVC#: ____________

(Print) Card Name: ____________________________

Signature: ____________________________

Date: ____________________________

Revised January 2014

Mail To: Attn: Renae Droege, MCC 201 5th Avenue South, Nashville, TN 37203
Terms and Conditions

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

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

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

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

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

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

15% Additional Charge will be added to all orders received within 72 hours of delivery order date.

21% Catering Service Fee will be added to all orders.

9.25% Sales Tax will be added to all orders.

.25% Zone Fee will be added to all orders.

Prices are subject to change without notice.

Date: __________  
Client Initials: __________

*Updated January 2014*
FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

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

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

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

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

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

Name of Event: __________________________________________
Company Name: _________________________________________ Booth # _________________
Address: ______________________________________ City: ________ State: _____ Zip: ______
Contact: __________________________________________ Date: __________________________
Phone Number: __________________________ Email: __________________________

Products you wish to dispense (including portion size) __________________________________________

Proposed method of dispensing and purpose for offering samples: ________________________________

___________________________________________________________
Approved: ___________________________ __________________________
General Manager, Food & Beverage Date
Name of Event: _______________________________________________ Event Date: ______________ Booth/Room: _______________________

Company Name: ________________________________________________________Ordered By:_______________________________________

Address: _________________________________________________________ City, State  Zip: _________________________________________

E-mail: _____________________________________________ Phone: _____________________________ Fax: ___________________________

<table>
<thead>
<tr>
<th>Security Description</th>
<th>Hours</th>
<th>Advance Rate (If received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Guard (Quantity = total hours).</td>
<td></td>
<td>$19.00</td>
<td>$29.00</td>
<td>$</td>
</tr>
<tr>
<td>Supervisor (Quantity = total hours)</td>
<td></td>
<td>$22.00</td>
<td>$33.00</td>
<td>$</td>
</tr>
<tr>
<td>Metro Police Officers (Quantity = total hours)</td>
<td></td>
<td>$49.00</td>
<td>$68.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.

Additional Terms: 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

Post Instructions:
Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.

Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form.

The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

Make check payable to: Music City Center

<table>
<thead>
<tr>
<th>Credit Card Use</th>
<th>Card Name:</th>
<th>Security:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Express</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MasterCard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discover</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit Card Number: ___________ - ___________ - ___________ - ___________ Exp Date: / / 

Card Name: ___________________________ Signature: ___________________________________ Date: ___________

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.
### Music City Center Communications and Technology Service Order Form

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

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

---

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Event Date:</th>
<th>Booth/Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Ordered By:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>City, State, Zip:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

#### Telephone Services:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Phone Line - includes line with jack</td>
<td>$230</td>
<td>$300</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

- Voice [ ]
- Fax [ ]
- Credit card [ ]
- Analog Phone needed (no additional charge) [ ]

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice Mail (requires a digital multi line phone set)</td>
<td>$75</td>
<td>$90</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Telephone Services - Digital Multi-line Phone Set</td>
<td>$55</td>
<td>$75</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Telephone Services - Polycom Conference Speakerphone</td>
<td>$105</td>
<td>$150</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

- Do you want to call Long Distance? [ ] Yes [ ] No

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDIW Line, T3K 888W (does not include connection equipment)</td>
<td>$1,095</td>
<td>$950</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

#### Miscellaneous Equipment Rental:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer with 17&quot; Flat Panel Monitor for duration of show</td>
<td>$305</td>
<td>$400</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

- Does NOT include power [ ]

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer</td>
<td>$350</td>
<td>$425</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>21&quot; Flat Panel Monitor</td>
<td>$225</td>
<td>$250</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Machine</td>
<td>$100</td>
<td>$110</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer</td>
<td>$125</td>
<td>$150</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Networking - Room to room, per connection charge</td>
<td>$250</td>
<td>$350</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

#### Long Distance:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Internet: The Music City Center offers free WiFi in its Public Space. For full building access, WiFi connections can be pre-purchased for use on event dates or on site through your device upon entering the building.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Telephone & Equipment Sub-Total:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Access Services: Does NOT include power, Includes 1 cable drop with 10/100 Base T Ethernet RJ45 jack, 1 DHCP computer connection and technical support for the duration of the show.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Ethernet Service (256 Kbps) with 1 Computer Connection</td>
<td>$405</td>
<td>$495</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

- Does NOT include power [ ]

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Ethernet Service (512 Kbps) with 1 Computer Connection</td>
<td>$795</td>
<td>$895</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Ethernet Service (768 Kbps) with 1 Computer Connection</td>
<td>$850</td>
<td>$950</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Ethernet Service (1.5 Mbps) with 1 Computer Connection</td>
<td>$900</td>
<td>$1,095</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Ethernet Service (2 Mbps) with 1 Computer Connection</td>
<td>$1,800</td>
<td>$2,190</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Additional Ethernet Computer Connection</td>
<td>$130</td>
<td>$195</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Custom Bandwidth packages, please email or call</td>
<td></td>
<td>Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Location(s) Per Device</td>
<td>$500</td>
<td>$500</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiber Optic Cable Dry Pair</td>
<td>$800</td>
<td>$800</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VLAN Setup and Configuration</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

#### Tech Support:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Support/Labor (per hour)</td>
<td>$70</td>
<td>$75</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

#### Internet Services & Labor Total:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Due:</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

---

**Comments:**

**Payment, Authorization & Fees:** Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

- Company check or US Bank money order in the amount of $ __________ [ ]
- Make check payable to: Music City Center [ ]
- Credit Card: American Express [ ] MasterCard [ ] Visa [ ] Discover [ ]
- Credit Card Number: ____________________________ Exp. Date: __________ [ ]
- Name on Card: ____________________________ Signature: ____________________________ Date: __________ [ ]

**Service Placement:**

- For special placement, please fax a drawing and add 1 hour labor.
- Island Booth (Middle of Booth) [ ]
- Standard Booth (Back of Booth) [ ]

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

---

**2014-2015**

**White copy: Service Rep.**  
**Yellow copy: Communications.**  
**Print copy: Accounting Office.**  
**Gold embossed copy: Customer.**
COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

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

1. PROCESSING THE SERVICE ORDER FORM requires: A. Payment in US dollars for ALL services ordered. B. All information on the Service Order Form to be completed. Missing information will delay processing. C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.

2. EQUIPMENT PROCEDURES: A. Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. B. Lost, stolen or damaged equipment will be charged to the customer’s authorized credit card at prevailing rates.

3. UNLESS OTHERWISE DIRECTED, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.

4. PAYMENTS AND REFUNDS: A. Payment in full is required before service can be connected. B. The “Payment Options” section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C. Refunds in full will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A $100 charge per each telephone/data line and a $250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.

5. ADVANCE ORDERS: To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.

6. TELEPHONE, DIAL-UP INTERNET AND ISDN: A. Service will be delivered over a standard RJ11 jack. B. All lines will be restricted from “976, 900, 10-10” dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Long distance charges of $.50/minute domestic and $3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC’s selected provider(s). E. MCC will provide customer with a call accounting log upon request. F. Power must be ordered separately. Price does NOT include power.

7. MCC INTERNET/DATA SERVICES: A. Service will be delivered over a standard RJ45 jack or 802.11b/g wireless access points. B. Wired service is 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. C. Customers will be issued one user name and password or IP address for each connection purchased. D. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F. MCC does not guarantee the safety or security of equipment, software, or proprietary information or any damages due to network delays or interruptions caused by unauthorized security breaches or intrusions. G. Internet speeds are not guaranteed. H. Power must be ordered separately. Price does NOT include power.

8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.

9. CUSTOMER INTERNET/DATA RESPONSIBILITIES: A. MCC requires that updated and current anti-virus protection be installed on every device connected to the MCC network. B. At NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.

10. INTERNET USER/CUSTOMER RESPONSIBILITY: A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.

11. COMPUTER EQUIPMENT RENTAL includes setup of computer and monitor, but does not include power or internet connections.

12. OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Music City Center.
13 MCC’S OBLIGATIONS UNDER this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC’s reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

14 COMMUNICATION SERVICES ARE TO BE ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.

15 ONLY MCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.

16 ALL CUSTOMER EQUIPMENT must comply with FCC regulations and be configured to operate with “dial 9” service. MCC reserves the right to limit use of outside communication devices, including wireless devices.

17 PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.

18 PAYMENT AUTHORIZATION & FEES: Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.

19 CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

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

2014-2015
Music City Center
Electrical
Service Order Form
Phone: 615-401-1440/ Fax: 615-401-1439
Order online at www.nashvilleticketscenter.com or complete this form and submit via fax or email.

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

Name of Event: _____________________________
Event Date: _____________________________
Booth/Room: ________________________

Company Name: ___________________________
City, State, Zip: _________________________

Address: __________________________________

Order by: _________________________________

E-mail: _________________________________
Phone: _________________________________
Fax: _________________________________

120V Standard Electrical Outlets

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 500 Watts (5 amps, single outlet)</td>
<td>$80</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>501 - 1000 Watts (10 amps, single outlet)</td>
<td>$90</td>
<td>$120</td>
<td></td>
</tr>
<tr>
<td>1001 - 1500 Watts (15 amps, single outlet)</td>
<td>$100</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>1501 - 2000 Watts (20 amps, single outlet)</td>
<td>$110</td>
<td>$160</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total Connections: $ ____________
Sub-Total: $ ____________

For 24 Hour Power, Add 50% to Connections

Sales Tax (9.25%) + CBD Fee (0.25%) Charged on Connections ONLY

9.50% Sub-Total: $ ____________

Special Placement Labor (1 hr) See Labor Rate Schedule Below

120V Standard Total: $ ____________

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

208V Single Phase Connections:

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 amps: neutral required?</td>
<td>$150</td>
<td>$230</td>
<td></td>
</tr>
<tr>
<td>20 amps: neutral required?</td>
<td>$170</td>
<td>$280</td>
<td></td>
</tr>
<tr>
<td>30 amps: neutral required?</td>
<td>$260</td>
<td>$425</td>
<td></td>
</tr>
<tr>
<td>40 amps: neutral required?</td>
<td>$375</td>
<td>$550</td>
<td></td>
</tr>
<tr>
<td>50 amps: neutral required?</td>
<td>$400</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>60 amps: neutral required?</td>
<td>$425</td>
<td>$690</td>
<td></td>
</tr>
<tr>
<td>Add’l 10 amps: neutral required?</td>
<td>$65</td>
<td>$80</td>
<td></td>
</tr>
<tr>
<td>100 amps: neutral required?</td>
<td>$530</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>200 amps: neutral required?</td>
<td>$900</td>
<td>$1,100</td>
<td></td>
</tr>
<tr>
<td>400 amps: neutral required?</td>
<td>$1,100</td>
<td>$1,500</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total Connections: $ ____________
Sub-Total: $ ____________

For 24 Hour Power, Add 50% to Connections

Sales Tax (9.25%) + CBD Fee (0.25%) Charged on Connections ONLY

9.50% Sub-Total: $ ____________

Total Labor Hours (2 x Connection total) See Labor Rate Schedule Below

208V Single Phase Total: $ ____________

208V Three Phase Connections:

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 amps: neutral required?</td>
<td>$190</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>20 amps: neutral required?</td>
<td>$205</td>
<td>$305</td>
<td></td>
</tr>
<tr>
<td>30 amps: neutral required?</td>
<td>$290</td>
<td>$460</td>
<td></td>
</tr>
<tr>
<td>40 amps: neutral required?</td>
<td>$350</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>50 amps: neutral required?</td>
<td>$390</td>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>60 amps: neutral required?</td>
<td>$450</td>
<td>$825</td>
<td></td>
</tr>
<tr>
<td>Add’l 10 amps: neutral required?</td>
<td>$65</td>
<td>$80</td>
<td></td>
</tr>
<tr>
<td>100 amps: neutral required?</td>
<td>$705</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>200 amps: neutral required?</td>
<td>$1,305</td>
<td>$1,900</td>
<td></td>
</tr>
<tr>
<td>400 amps: neutral required?</td>
<td>$2,605</td>
<td>$3,500</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total Connections: $ ____________
Sub-Total: $ ____________

For 24 Hour Power, Add 50% to Connections

Sales Tax (9.25%) + CBD Fee (0.25%) Charged on Connections ONLY

9.50% Sub-Total: $ ____________

Total Labor Hours (2 x Connection total) See Labor Rate Schedule Below

208V Three Phase Total: $ ____________

480V

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Phase</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Three Phase</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
| For 24 Hour Power, Add 50% to Connections

Sales Tax (9.25%) + CBD Fee (0.25%) Charged on Connections ONLY

9.50% Sub-Total: $ ____________

Total Labor Hours (2 x Connection total) See Labor Rate Schedule Below

480V Total: $ ____________

Section Totals

<table>
<thead>
<tr>
<th>Labor included</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>120V Standard Total: $</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Total: $</td>
<td></td>
</tr>
<tr>
<td>208V Single Phase Total: $</td>
<td></td>
</tr>
<tr>
<td>208V Three Phase Total: $</td>
<td></td>
</tr>
<tr>
<td>480V Total: $</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL DUE: $ ____________

Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

MCC Use Only

Installed by: _____________________________
Date: _____________________________

Confirmation of orders provided upon request

Company check or US Bank money order in the amount of $ ____________

Make check payable to: Music City Center

Credit Card: American Express MasterCard Visa Discover

Credit Card Number: ____________ Exp. Date: ____________

Card Name: ____________________________
Signature: ____________________________
Date: ____________________________

For special placement, please fax a drawing and add 1 hour labor

Island Booth (Middle of Booth)

Standard Booth (Back of Booth)

Music City Center
Service Placement

Order online at www.nashvilleticketscenter.com or complete this form and submit via fax or email.

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

Order online at www.nashvilleticketscenter.com or complete this form and submit via fax or email.

Groundwork Services

Music City Center
Service Placement

Order online at www.nashvilleticketscenter.com or complete this form and submit via fax or email.

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

Order online at www.nashvilleticketscenter.com or complete this form and submit via fax or email.
Music City Center
Terms and Conditions of Electrical Services

Standard Electrical Services:
120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

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

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.

2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC’s electrician make electrical connections.

3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.

4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.

5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.

6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of the booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.

7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.

8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.

9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.

10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.

11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.

12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.

13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.

14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.

15. 24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.

16. Exhibitors must furnish all 208V and 480V male and female plugs.

17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.

18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.

19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors’ expense as may be deemed necessary by MCC electricians or the Fire Marshal’s office.

20. Any requirements over and above what is listed on this form should be attached and returned to MCC.

21. Payment in full must be rendered prior to service installation.

22. Credit will not be issued for service installed and not used.

23. Claims will not be considered unless filed by the exhibitor and prior to close of show.

24. Prices are subject to change without notice.

25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

26. CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

2014-2015
## Service Order Form

### Music City Center
**Natural Gas, Compressed Air, Water, & Drain**

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

Order online at www.nashvillemusiccitycenter.com or complete this form and submit via fax or mail.

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

### Name of Event: __________________________  
**Event Date:** __________________________  
**Booth/Room:** __________________________

### Company Name: __________________________  
**Ordered By:** __________________________

### Address: ________________________________  
**City, State Zip:** __________________________

### E-mail: ________________________________  
**Phone:** __________________________  
**Fax:** __________________________

### Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$130</td>
<td>$175</td>
<td>$</td>
</tr>
<tr>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$100</td>
<td>$125</td>
<td>$</td>
</tr>
<tr>
<td>Lines above 1/2&quot; in size, add 50% to service connection charge</td>
<td>$65</td>
<td>$88</td>
<td>$</td>
</tr>
</tbody>
</table>

### Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for 1st Connection (Drain not included) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$125</td>
<td>$150</td>
<td>$</td>
</tr>
<tr>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$60</td>
<td>$90</td>
<td>$</td>
</tr>
<tr>
<td>Lines above 1/2&quot; in size, add 50% to service connection charge</td>
<td>$63</td>
<td>$75</td>
<td>$</td>
</tr>
</tbody>
</table>

### Drain: (Price based on 1" line)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$95</td>
<td>$115</td>
<td>$</td>
</tr>
<tr>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$45</td>
<td>$65</td>
<td>$</td>
</tr>
<tr>
<td>Lines above 1&quot; in size, add 50% to service connection charge</td>
<td>$48</td>
<td>$58</td>
<td>$</td>
</tr>
</tbody>
</table>

### One Time Water Fill including Drain (applicable labor will apply)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for one time fill and drain (Up to 500 gallons maximum) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$175</td>
<td>$225</td>
<td>$</td>
</tr>
<tr>
<td>Each additional 1000 gallons (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$55</td>
<td>$100</td>
<td>$</td>
</tr>
</tbody>
</table>

### Natural Gas: 1025-1030 BTU per cubic foot at 7” water column pressure (4 oz.) Prices based on 1/2” line.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$250</td>
<td>$275</td>
<td>$</td>
</tr>
<tr>
<td>Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</td>
<td>$175</td>
<td>$200</td>
<td>$</td>
</tr>
</tbody>
</table>

### Connections Sub-Total: $ ____________

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

**Connections Total: $ ____________

### Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Advance Rate (if received 14 days prior)</th>
<th>Floor Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday; 8:00 a.m. – 5:00 p.m.</td>
<td>$60</td>
<td>$75</td>
<td>$</td>
</tr>
<tr>
<td>Saturdays &amp; Sundays and Weekday Evenings (After 5:00 p.m.)</td>
<td>$90</td>
<td>$120</td>
<td>$</td>
</tr>
<tr>
<td>Holidays</td>
<td>$120</td>
<td>$150</td>
<td>$</td>
</tr>
</tbody>
</table>

**Labor Total: $ ____________

**Notes:** Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe threads for gas, air, and water connections.

Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.

- [ ] Company check or US Bank money order in the amount of $ ____________  
- [ ] Credit Card: American Express ____________  
- [ ] MasterCard ____________  
- [ ] Visa ____________  
- [ ] Discover ____________

**Make check payable to:**  
Music City Center  

**Installed by:** __________________________  
**Confirmation of orders provided upon request**

**Service Placement**  
For special placement, please fax a drawing and add 1 hour labor.  
- [ ] Island Booth (Middle of Booth)  
- [ ] Standard Booth (Back of Booth)

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

2014-2015  
White copy: Service Rep; Yellow copy: Electrician; Pink copy: Accounting; Goldenrod copy: Customer
Music City Center
Terms and Conditions of Utility Services

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

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

*2014-2015*
**Music City Center**  
**Rigging Service Order Form**  
**Phone: 615-401-1440 / Fax: 615-401-1439**

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

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Event Date:</th>
<th>Booth/Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Ordered By:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>City, State, Zip:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Rigging Service Information

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Material</th>
<th>Size</th>
<th>Estimated Sign Weight</th>
<th>Estimated Total Weight</th>
<th>Height from floor to bottom of item</th>
<th>Will you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Power* Chain Hoist Truss</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Circle Type Circle QTY Circle QTY</td>
<td></td>
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<td></td>
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<td>Y / N Y / N Y / N</td>
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<td></td>
<td>Y / N Y / N Y / N</td>
<td></td>
</tr>
</tbody>
</table>

☐ Check here if you are requesting an exclusive crew.  ☐ Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: __________________ /______________________  Requested Removal Date/Time: __________________ /_________ _____________

Location of Requested Rigging:

- □ Exhibit Hall (A A1 A2 B C D)
- □ Grand Ballroom
- □ Davidson Ballroom
- □ Public Spaces
- □ Exterior Banners
- □ Other: __________

*If requesting services in more than one location, please submit a separate form for each.*

All rates include shackles, carabiners, rope, etc.  *Minimum crews are based on scope of work*

<table>
<thead>
<tr>
<th>Location of Requested Rigging:</th>
<th>General Pricing Information</th>
<th>Rigging Service Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Exhibit Hall (A A1 A2 B C D)</td>
<td>Advanced Rate (if paid 14 days prior to event)</td>
<td>Floor Order</td>
</tr>
<tr>
<td>8 AM-5 PM Rigging Labor*</td>
<td>$69/hour</td>
<td>$90/hour</td>
</tr>
<tr>
<td>5 PM-12 AM Rigging Labor*</td>
<td>$104/hour</td>
<td>$130/hour</td>
</tr>
<tr>
<td>12 AM-8 AM Rigging Labor*</td>
<td>$138/hour</td>
<td>$180/hour</td>
</tr>
<tr>
<td>Daily Lift Rental</td>
<td>$300/day</td>
<td></td>
</tr>
<tr>
<td>Weekly Lift Rental</td>
<td>$900/week</td>
<td></td>
</tr>
</tbody>
</table>

Lift Rental:  
Equipment Rental:  
Sales Tax+CBID Fee 9.50%:  
Sub-total:  
Final Billing Amount: 

Maximum Quote Total:  

Meeting Name on Card: __________________ Signature: __________________ Date: __________________

Make check payable to:  
Music City Center  
Mail To:  
Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN  37203  

FOR OFFICE USE ONLY

Sub-total:  
Final Billing Amount: 

Maximum Quote Total:  

Meeting Name on Card: __________________ Signature: __________________ Date: __________________

Make check payable to:  
Music City Center  
Mail To:  
Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN  37203  

FOR OFFICE USE ONLY

Installed by: __________________ Date: __________________

Confirmation of orders provided upon request
Music City Center
Terms and Conditions of Rigging Services

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

1. All items (including clings and wraps) to be suspended or attached to the facility must be hung, flown, or rigged by the MCC Rigging Dept.

2. All requests are subject to physical and structural limitations and must be approved by the MCC Rigging Department.

3. All rigging equipment and materials must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by the MCC Rigging Department. Additional Fees may apply.

4. Advance notice is required. On-site orders may cause delays and additional costs to the client.

5. Rigging crew size, and the number of crews will be determined by the MCC Rigging Department based on complexity, scope of work, and available time for installation.

6. Banner/Cling Requirements: Special lifts may be required for heights over 40' and may result in additional charges (Lifts for special applications will be quoted individually).

7. Banner/Cling Requirements: Rigging crew rates apply to all signage and banners. Sign must be assembled and ready for hanging when crew arrives.

8. Banner/Cling Requirements: Non standard signage and banners will be quoted individually.

9. Payment: All rigging services must be pre-paid 14 days in advance to qualify for advanced rate.

10. Payment: All cancellation requests received less than 72 hours before the scheduled work, will not be eligible for refund.

11. Prices are subject to change without notice. Rates for any time during a Holiday are charged the equivalent to 12 AM-8 AM rigging labor rate.

12. We request that you send your information to us 21 days prior to your move-in date to allow for a quote to be generated. If we receive your request less than 14 days prior to your event, we will quote Floor Order rates.

13. Although we make our best effort to accurately identify the labor and equipment necessary to fulfill orders during our quote process, additional charges may apply if circumstances require additional time or equipment to complete a job. Additional charges, if any, will be identified when customer is on-site and payment will be required prior to services rendered. (If customer qualified for the Advanced Rate on quoted balance, additional labor will be charge at same rate.)

14. If your Rigging order requires power, you must complete a separate Electrical Services Order Form. The Rigging quote provided to you will not include the cost of power.

15. Any changes to submitted rigging needs may result in use of overtime.

16. Orders may be calculated with a minimum labor charge of 1 hour in and 1 hour out.

17. Exhibitor Estimate Process: All exhibitor orders qualifying for Advance Rates will be estimated upon receipt, assuming each order represents the total rigging order for the event. (Maximum Quote). After the Advance period closes, all confirmed orders will be reevaluated for potential cost savings considering the entire scope of work for the specific event. Revised estimates will be issued and payments collected at that time.

18. CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District (CBID) area.
If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: ................................................................. Booth No.: ..............................

Contact at Show: ......................................................................................................................

Exhibitor Appointed Contractor: ................................................................................................

Address: ....................................................................................................................................

................................................................................................................................................

Type of Service to be Performed: .................................................................................................

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

---

<table>
<thead>
<tr>
<th>NAME OF SHOW</th>
<th>2015 ADHA CLL at the 92nd Annual Session</th>
<th>6/19/15-6/20/15 (move-in 6/18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>.................................................</td>
<td>......................................</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>.................................................</td>
<td>......................................</td>
</tr>
<tr>
<td>ORDERED BY</td>
<td>.................................................</td>
<td>......................................</td>
</tr>
<tr>
<td>PHONE#( ) EXT. FAX#( ) E-MAIL</td>
<td>.................................................</td>
<td>......................................</td>
</tr>
<tr>
<td>PRINT NAME</td>
<td>.................................................</td>
<td>......................................</td>
</tr>
<tr>
<td>DATE</td>
<td>.................................................</td>
<td>......................................</td>
</tr>
</tbody>
</table>
## Certificate of Liability Insurance

**Producer**

Insurance Company Information

**Contact Information**

- **Name:**
- **Phone:**
- **Address:**
- **Email:**
- **Fax:**
- **Producer:**
- **Customer ID:**

**Insured**

Exhibiting Company Name

**Insurer Affording Coverage**

- **Insurer A:**
- **Insurer B:**
- **Insurer C:**
- **Insurer D:**
- **Insurer E:**
- **Insurer F:**

**Coverages**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Liability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commercial General Liability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Claims Made</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Occur</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Aggregate Limit Applies Per:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Per Occurrence</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Policy Exp (MM/DD/YYYY)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Limit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Automobile Liability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any Auto</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>All Owned Autos</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scheduled Autos</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Hired Autos</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Non-Owned Autos</strong></td>
<td></td>
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<tr>
<td><strong>Umbrella Liability</strong></td>
<td></td>
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<td><strong>Occur</strong></td>
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<td></td>
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<tr>
<td><strong>Excess Liability</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Claims Made</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Deductible</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Retention</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Workers Compensation and Employers' Liability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any Proprietor/Partner/Executive Officer/Owner Excluded?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If Yes, Describe Work</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certificate Holder**

American Dental Hygienists' Association
444 N. Michigan Ave, Ste 3400
Chicago, IL 60611

**Cancellation**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Authorized Representative
Booth Photography/Video Order Form

Complete, save and email to mbuxbaum@documentaryarts.com

(*required fields)

**Your Information**

Your Name*

Your email address*

Organization*

Address*

City, State*

Zip code*

Event name*

ADHA CLL/Annual Session - 2015

Your booth number(s)*

Your booth name(s)*

Booth contacts

<table>
<thead>
<tr>
<th>Enter Quantity</th>
<th>Service Choices</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After hours photos of your empty booth - includes 5 views per booth, digital images, unlimited use rights</td>
<td>$250</td>
<td></td>
</tr>
</tbody>
</table>
* NOTE: we will email you a link to prepay your order with credit card via secure site
**Lead Retrieval Order Form**

**Discount Deadline:** Friday, May 15, 2015

---

### 1. Choose Your Unit(s)

**ExpoPro Plus™**  
*Easy-To-Use Desktop Unit*

- Easy-To-Use Point & Shoot
- Color Touch screen display
- Allows Personalized Note Taking
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

**ExpoPro Mobile™**  
*Be Mobile. Be Green.*

- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

### 2. Add Optional Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Quantity</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery &amp; Setup</td>
<td>$65.00</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Qualifiers</td>
<td>$60.00</td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Survey</td>
<td>$60.00</td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Add It Up

Total Due (in US Funds)  

= $__________

---

### 4. Fill It Out and Sign

All fields are required. Please include a Payment Authorization Form with your order.

Order Online:  
www.atsleads.com  
User Name: ADHA2015  
Password: 0315  
Fax Credit Card Orders to:  
985-809-1888  
Email Order:  
orders@american-tradeshow.com  
Mail Check Orders to:  
American Tradeshow Services  
Attn: Exhibitor Services  
217 General Patton Avenue  
Mandeville, LA 70471  
To Call Order In  
or Ask Questions:  
985-809-0600, dial 1
PAYMENT AUTHORIZATION FORM

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

CHOOSE PAYMENT METHOD:

To Pay By Credit Card

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

To Pay By Company Check (Security Deposit Required*)

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

To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose “To Pay By Wire Transfer” and enter your credit card number below for security deposit purposes. Please check the “Security Deposit Use Only” checkbox. Wire Transfers will incur an additional $40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

Credit Card Details - Required for All Orders*

☐ American Express
☐ MasterCard
☐ Visa

Cardholder Name:

Expiration Date: __________ / __________

Security Code:

Terms and Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00. Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.

Checks are due in the office ten (10) days prior to show start.
Discount Deadline: FRIDAY, MAY 15, 2015

$60 before deadline
$80 after deadline
(COST PER UNIT)

The following is a list of the standard action codes that are included with your unit rental.

- Add to Mailing List
- Current Customer
- Distributor
- Has Purchasing Authority
- Have Sales Rep Call
- Hot Lead!
- Inquiry Only
- Interested Buyer
- OEM
- Product A
- Product B
- Product C
- Product D
- Product E
- Product F
- Schedule Demonstration
- Send Literature
- Send Pricing Info
- VAR
- Wants Presentation

To personalize these codes, or use your own codes, please fill in this template.

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:
- Apostrophes (’), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes (")

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Number</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>3</td>
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<td>20</td>
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</tbody>
</table>

If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FLORAL ARRANGEMENTS</td>
<td>$60.00 to $85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Designers Choice, NO EXHIBITOR INPUT)</td>
<td>(Price variation denotes size)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLORAL ARRANGEMENTS</td>
<td>$85.00 &amp; Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Custom – Call, fax or email your requirements for a quote)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLOOMING PLANTS</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Mums, Rieger Begonia or Kalanchoe as available)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BROMELIADS</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(As Available)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>LARGE POTTED FERNS</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18&quot; TROPICAL PLANTS</td>
<td>$32.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2' TROPICAL PLANTS</td>
<td>$37.50</td>
<td></td>
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<tr>
<td></td>
<td>3' TROPICAL PLANTS</td>
<td>$47.50</td>
<td></td>
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<tr>
<td></td>
<td>4' TROPICAL PLANTS</td>
<td>$57.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5' TROPICAL PLANTS</td>
<td>$67.50</td>
<td></td>
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<tr>
<td></td>
<td>6' TROPICAL PLANTS</td>
<td>$77.50</td>
<td></td>
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<tr>
<td></td>
<td>7'-8' TROPICAL PLANTS</td>
<td>$97.50</td>
<td></td>
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<tr>
<td></td>
<td>SPECIALTY CONTAINERS &amp; PLANTERS</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(Contact us for a quote)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| DELIVERY CHARGE | $10.00 |
| SUB TOTAL       |        |
| 9.25% SALES TAX |        |
| TOTAL           |        |

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

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

<table>
<thead>
<tr>
<th>SHOW NUMBER:</th>
<th>SHOW SITE:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>SHOW NAME:</th>
<th>SHOW DATE:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>EXHIBITOR NAME:</th>
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</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS:</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>CITY/STATE/ZIP CODE:</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON/PHONE:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>FAX/E-MAIL:</th>
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**RENTAL POLICY**
1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

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

**METHOD OF PAYMENT**
- AMERICAN EXPRESS
- MASTERCARD
- VISA
- DISCOVER
- CHECK ENCLOSED
- PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

<table>
<thead>
<tr>
<th>CARD #</th>
<th>EXP. DATE</th>
<th>3 or 4 DIGIT SECURITY CODE:</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>NAME AS SHOWN ON CARD: (Please Print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT CARD BILLING ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If different from above)</td>
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</table>

<table>
<thead>
<tr>
<th>BILLING ADDRESS LINE 2:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>CARDHOLDERS SIGNATURE: (Required)</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

Rev. 1/14
ATTENDEE LIST ORDER FORM

Help promote your companies presence at the show before you get on-site! Order the Attendee List for your pre or post show mailings. *An attendee file will be sent to any bonded mail house you specify for a one-time usage only.*

**Cost:**
Attendee List Fee is $85 (fees are nonrefundable).

**Deadline for Order:**
Although we are happy to send you the registered attendee list at any time, the actual number of contacts will vary depending on when you request the list. Most registrations occur by Friday, May 8, 2015.

Date needed by: ______/_____/______
( Please allow 5 working days to process your order)

**Purchasing Company Information:**
Contact Name: _____________________________Exhibiting Company:_______________________________________
Address: ___________________________City:____________________State:_______ Zip:_______
Phone: ____________________________ E-mail: _________________________________________
Title: _____________________________________________________________________________

E-mailed to: (Bonded Mail House) *List will not be sent to exhibiting companies directly.*
Name: ____________________________________________________________________________
Company: _________________________________________________________________________
Address: ___________________________City:____________________State:________Zip:_____
Phone: ______________________________ E-mail *: _______________________________________

**Payment Information:**
Check is enclosed (payable to ADHA)

Please apply charges to (please circle) VISA MasterCard Discover Amex
(Please note: A 3% credit card processing fee will be added)

Card Number: _______________________________ VCode:_____________ Exp. Date: __________

Print Name: ________________________________________________________________________
Signature: _________________________________________________________________________

**Remittance:**
Please send your $85 payment with this form to ADHA Meetings Team/Attendee List:
Mail to: 444 N. Michigan Ave. Fax to: (312) 467-1806 Email to: exhibits@adha.net
Suite 3400 Chicago, IL 60611

**Questions?** Phone: (312) 440-8900 Email: exhibits@adha.net
2015 EXHIBIT HALL TRIVIA GAME PARTICIPATION FORM

Participate in the low cost way to drive traffic to your booth. Provide a dental hygiene question related to your company or a question that is related to a product you would want the audience to know about.

DEADLINE
Deadline for application is Wednesday, April 29. Requests submitted after printing deadline may not be placed on the printed game card.

To participate in the Trivia Game, please take the following guidelines into consideration:
1. Participation is open to Exhibiting Companies only.
2. A limit of one question per each Exhibiting Company will be accepted.
3. Questions are limited to 20 words or less.
4. Exhibitors are not eligible to win prizes.
5. The participation fee is $200.

GAMING INSTRUCTIONS
1. Attendees will receive a trivia game card with instructions to visit each participating booth to recite the correct answer to their trivia questions to be entered into the drawings that will take place on Saturday, June 20.
2. Participating companies will need to mark the attendee’s card, indicating they have visited the booth.
3. Attendees will place completed game cards into the raffle drum, located at the ADHA Community Center on the exhibit floor.
4. ADHA will give out the cash prizes throughout the day on Saturday, June 20.

Yes, our company would like to participate in the Trivia Game during EXHIBITS 2015.

Exhibiting Co. Name: _________________________________________________Contact:_____________________________
Address: ______________________________________________________________________________________
City: _________________________________________________St:___________Zip:________________________
Phone: ______________________________________________Email:_____________________________________
Trivia Question to be answered (20 words or less):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Answer to Question: 
_____________________________________________________________________________________________

Charge the Credit Card Below for the $200 participation fee
I am mailing a check payment
Credit Card Number: ____________________________________________Exp Date: ________V-code: __________
Signature: _____________________________________________________________________________________

Complete and return on or before Wednesday, April 29 to: Fax: (312) 467-1806 or Email: exhibits@adha.net