

FREEMAN



Table of Contents

Welcome Letter	Page 2
Important Dates	Page 3
Show Management General Information	Page 4
FREEMAN Quick Facts	Page 14
FREEMAN General Information	Page 16
Show Care Package	Page 20
Furniture - Essentials	Page 21
Carpet / Carpet Cleaning	Page 60
Rental Exhibits	Page 64
Exhibit Packages	Page 68
Graphics & Signs	Page 72
Installation/Dismantle	Page 75
Exhibit Transportation	Page 79
Material Handling	Page 85
Exhibitor Appointed Contractor (EAC)	Page 93
Certificate of Insurance Example	Page 94
Photographer Order Form	Page 95
Lead Retrieval Order Form	Page 96
Attendee List Order Form	Page 99
Trivia Game Card Participation Form	Page 100
Floral Order Form	Page 101
DLCC Exhibitor Ordering Guide	Page 103



April 2016

Dear Exhibitor:

The American Dental Hygienists' Association is excited about the 2016 Center for Lifelong Learning (CLL) at the 93rd Annual Session June 8-14 at the David Lawrence Convention Center in Pittsburgh, PA! The meeting schedule is as follows:

- June 9 – 11 Center for Lifelong Learning (CE Courses)
- June 10 – 11 EXHIBITS 2016
- June 12 – 14 93rd Annual Session Business Meeting

We look forward to having your company participate in EXHIBITS 2016 on Friday, June 10 and Saturday, June 11. Attached and online you will find the official ADHA EXHIBITS 2016 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. [Click here](#) to access the [Exhibitor Resource Center](#).

Thank you for your support of the dental hygiene profession and of ADHA's CLL at the 93rd Annual Session. We look forward to seeing you in Pittsburgh!

Sincerely,

A handwritten signature in cursive script that reads 'Maddie'.

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

A handwritten signature in cursive script that reads 'Dawn'.

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

A handwritten signature in cursive script that reads 'Bridget'.

Bridget Flynn
ADHA Meetings Coordinator
bridgetf@adha.net
(312) 440-8931



April 2016

Friday, April 22

Update Company Description

Update company listing. This will be used for the onsite official program guide.

Wednesday, April 27

Booth Payment Due

Booth payment for remaining balance due to ADHA

Wednesday, April 27

Consider purchasing an ad in the official program show guide

May 2016

Wednesday, May 4

Trivia Game Participation Due

Low cost traffic builder for only \$200

After Friday, May 6

Order Attendee List

Attendee lists are available for \$85.

Friday, May 6

Lead Retrieval Discount Deadline

Friday, May 6

Electrical Service Deadline

(Compressed air, water & gas)

Monday, May 9

Advance Shipments Begins

Advance shipment begins being accepted at Freeman Pittsburgh Warehouse.

May 2016 (continued)

Monday, May 16

Booth Specials

Upload your show special into your company profile for attendees to view.

Wednesday, May 18

Certificate of Insurance Due

A valid certificate of Insurance is due to ADHA.

Thursday, May 19

Freeman Discount Deadline

June 2016

Friday, June 3

Advance Shipments End

Last day for advanced shipments to be accepted at the Freeman Pittsburgh Warehouse.

Thursday, June 9

Exhibitor Registration Opens

Pickup badges beginning at 7:00am through Saturday morning.

Thursday, June 9

Exhibitor Move-in

Exhibitor move-in 8:00am-5:00pm

Friday, June 10

Exhibits Open

Exhibits move-in 7:30am-8:30am

Exhibits open 9:00am-4:00pm

Saturday, June 11

Exhibits Open

Exhibits open 10:00am-3:00pm

Saturday, June 11

Exhibitor Move-out

Exhibitor move-out is 3:01pm-10:00pm

For more information, please contact ADHA at exhibits@adha.net

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center

CLL: June 8 – 11, 2016

EXHIBITS 2016: June 10 – 11, 2016

Pittsburgh, PA

EXHIBIT SCHEDULE

Friday	June 10, 2016	9:00 a.m. – 4:00 p.m.	Exhibits Open
Saturday	June 11, 2016	10:00 a.m.- 3:00 p.m.	Exhibits Open

EXHIBITOR REGISTRATION

Pick up exhibitor badges at the exhibitor registration counter on level 200 of the David L. Lawrence Convention Center.

Exhibitor badges **are not** mailed in advance.

Thursday	June 9, 2016	7:00 a.m. to 6:00 p.m.
Friday	June 10, 2016	7:00 a.m. to 6:00 p.m.
Saturday	June 11, 2016	7:00 a.m. to 5:00 p.m.

MOVE-IN SCHEDULE

Thursday	June 9, 2016	8:00 a.m. to 5:00 p.m.
Friday	June 10, 2016	7:30 a.m. to 8:30 a.m.

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

SPECIAL EVENTS

Thursday Keynote Session featuring Erik Wahl

Thursday, June 9 – 8:00 a.m.

Free for all attendees/exhibitors

In Motion: 5K Run, Walk, Fun

Thursday, June 9 – 8:30 p.m.

\$25 run registration fee

Get your exhibit team to participate and fundraiser for ADHA's Foundation! Get your company to match your donations!

<https://www.eiseverywhere.com/ehome/adha16/funrun/>

IOH Benefit/President's Reception (Cocktail Attire)

Friday, June 10 – 7:30 p.m.

\$65 per ticket

Table sponsorship options available:

Table Sponsor Cost: \$3,500

Includes: (1) table of (10), and (20) drink tickets

Premier Sponsor Cost: \$7,500

Includes: (2) tables of (10), (40) drink tickets, company logo on beverage napkin

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center
CLL: June 8 – 11, 2016
EXHIBITS 2016: June 10 – 11, 2016
Pittsburgh, PA

To become a table sponsor, complete and return the form below:

https://www.eiseverywhere.com/file_uploads/b909660fde34360b44c699dbf618da64_IOHBenefitReceptionCommitteementForm_1-4-16.pdf

Saturday Keynote Session featuring Mika Brzezinski

Saturday, June 11 – 8:00 a.m.

Free for all attendees/exhibitors

INSTALLATION OF BOOTHS

- All Booths must be completely set by Friday, June 10 at 8:30 a.m.
- Booth installation during show hours is strictly prohibited
- All Booths must remain set until Saturday, June 11 at 3:00 p.m.

MOVE-OUT SCHEDULE

Saturday June 11, 2016 3:01 p.m. to 10:00 p.m.

DISMANTLE OF BOOTHS

- All Booths must be completely removed by Saturday, June 11 at 10:00 p.m.
- Bills of Lading must be turned in by Saturday, June 11 at 10:00 p.m.
- Freight will be re-routed beginning Saturday, June 11 at 8:00 p.m.
- Outbound Carriers *must arrive and check-in* no later than Saturday, June 11 at 8:00 p.m.

All Bulk Trash is the responsibility of the exhibiting company and must be completely removed by Saturday, June 11 at 10:00 p.m. Charges will be applied for all abandoned booths or abandoned booth collateral/ trash.

ADDRESS OF EXHIBIT SITE

David L. Lawrence Convention Center
1000 Fort Duquesne Blvd, Pittsburgh, PA 15222

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center

CLL: June 8 – 11, 2016

EXHIBITS 2016: June 10 – 11, 2016

Pittsburgh, PA

ANIMALS

Animals are not permitted on the premises except in conjunction with an approved exhibit or as service animals for the physically challenged.

EXHIBITOR REGISTRATION

Exhibitor Registration will be on the Hall B 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 Keynote 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 6**.

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 12. If you have questions on your directory listing, please contact Bridget Flynn at Bridgetf@adha.net.

HANGING & RIGGING

ADHA is utilizing Exhibit Hall B at the David L. Lawrence Convention Center for exhibit space. If your company plans on hanging any signs, please note that Exhibit Hall B ceiling range from 25' - 40' depending on placement within Hall. Most standard signage can be hung by the decorator. Signs over 150lbs or that pose complex multi-point rigging will need to go through Three Rivers Entertainment and Production.

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center

CLL: June 8 – 11, 2016

EXHIBITS 2016: June 10 – 11, 2016

Pittsburgh, PA

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 the David L. Lawrence Convention Center. Visit: <http://www.pittsburghcc.com/directions.php>

PHOTOGRAPHY & VIDEOGRAPHY

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 10 from 7:30 a.m. to 4:00 p.m. 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 311 at the David L. Lawrence Convention Center.

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center
CLL: June 8 – 11, 2016
EXHIBITS 2016: June 10 – 11, 2016
Pittsburgh, PA

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 412-325-6102 or complete the Booth Security Guard form and return to David Lawrence Convention Center Exhibitor Services. DLCC has exclusive rights to all security post/guards no outside company can be used.

SHOW COLORS

The show drape colors will consist of alternating blue and grey colors for the 8' x 10' back wall drape, and blue 3' high side rail drape. The exhibit hall is not carpeted. ADHA will have aisle carpet in the color of Midnight Blue. 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 309. ADHA Staff will also be on the show floor identifiable with black shirts/sweaters with the ADHA logo on the front pocket.

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center

CLL: June 8 – 11, 2016

EXHIBITS 2016: June 10 – 11, 2016

Pittsburgh, PA

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 / David L. Lawrence 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/exhibits/ADHA16-ExhibitHall/>

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 David L. Lawrence 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 anymore; 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 9, 2016 8:00 a.m. to 5:00 p.m.

Friday June 10, 2016 7:30 a.m. to 8:30 a.m.

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

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center

CLL: June 8 – 11, 2016

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Pittsburgh, PA

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 13**. The insurance certificate must name: ADHA – EXHIBITS 2016, David L. Lawrence 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.

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center

CLL: June 8 – 11, 2016

EXHIBITS 2016: June 10 – 11, 2016

Pittsburgh, PA

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?

ADHA has discounted room rates available. You can reserve rooms online at:

<https://www.eiseverywhere.com/ehome/adha16/housing/>

How do I register my staff for the show?

Registering your staff can be done online by May 6 at:

<https://www.eiseverywhere.com/ereg/index.php?eventid=115947>

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 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center
CLL: June 8 – 11, 2016
EXHIBITS 2016: June 10 – 11, 2016
Pittsburgh, PA

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.

GENERAL SERVICES CONTRACTOR

Freeman
20-39th Street
Pittsburgh, PA 15201

BOOTH CLEANING

Exhibitor Services Department, David L.
Lawrence Convention Center
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222
Phone: (412) 325-6102
Fax: (412) 325-6009
exhibitorservices@pittsburghcc.com

UTILITIES

Electrical, Compressed Air, Gas, Water, Drain

Exhibitor Services Department, David L.
Lawrence Convention Center
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222,
Phone: (412) 325-6102
Fax: (412) 325-6009
exhibitorservices@pittsburghcc.com

TELECOMMUNICATIONS / INTERNET

showNets, LLC
412-325-6159
ggriffiths@shownets.net

OFFICIAL PROGRAM ADVERTISING

The Walchli Tauber Group, Inc.
2225 Old Emmorton Road, Suite 201
Bel Air, MD 21015
Phone: 443-512-8899 ext.115

EVENT SECURITY

Exhibitor Services Department, David L.
Lawrence Convention Center
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222,
Phone: (412) 325-6102
Fax: (412) 325-6009
exhibitorservices@pittsburghcc.com

MATERIAL HANDLING

Freeman
20-39th Street
Pittsburgh, PA 15201

FOOD & BEVERAGE SERVICE / CATERING

Levy Restaurants
Contact: Shannon Seydor
PH: (412)325-6194
sseydor@pittsburghcc.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

American Dental Hygienists' Association 2016 CLL at the 93rd Annual Session - EXHIBITS 2016

David L. Lawrence Convention Center
CLL: June 8 – 11, 2016
EXHIBITS 2016: June 10 – 11, 2016
Pittsburgh, PA

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
20-39th Street
Pittsburgh, PA 15201

HOUSING

View availability at:
<https://www.eiseverywhere.com/ehome/adha16/housing/>

LEAD RETRIEVAL

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

FLORAL / PLANTS

Plantscape
Kathy Proudfoot
KProudfoot@plantscape.com

PHOTOGRAPHY

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



SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray and blue back drape, 3' high blue side drape and (1) 7" x 44" one-line ID sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; aisles will be carpeted in midnight blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by May 19, 2016.

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 09, 2016	8:00 a.m. - 5:00 p.m.
Friday	June 10, 2016	7:30 a.m. - 8:30 a.m.

EXHIBIT HOURS

Friday	June 10, 2016	9:00 a.m. - 4:00 p.m.
Saturday	June 11, 2016	10:00 a.m. - 3:00 p.m.

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 11, 2016	3:00 p.m. - 7:00 p.m.
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We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, June 11, 2016 at 7:00 p.m. 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 11, 2016 at 5:00 p.m.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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
 9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 fax (469) 621-5609
 FreemanWashingtonES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
 (800) 995-3579 US & Canada or + (512) 982-4187 Outside the US or +(817) 607-5183
 International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freemanco.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering at www.freemanco.com/store by May 19, 2016.
 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 +1(512) 982-4186 Local & International

SHIPPING INFORMATION
 Warehouse Shipping Address:
 Exhibiting Company Name / Booth # _____
ADHA'S CLL/ANNUAL SESSION
 APA Exposition Services
 20-39th Street
 Pittsburgh, PA 15201

Freeman will accept crated, boxed or skidded materials beginning Tuesday, May 10, 2016, at the above address. Material arriving after Thursday, June 02, 2016 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 a.m. - 3:30 p.m.

Show Site Shipping Address:
 Exhibiting Company Name / Booth # _____
ADHA'S CLL/ANNUAL SESSION
 C/O Freeman
 David L Lawrence Convention Center
 1000 Fort Duquesne Blvd
 Pittsburgh, PA 15222

Freeman will receive shipments at the exhibit facility beginning Thursday, June 09, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be 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 301-918-7975.

WE APPRECIATE YOUR BUSINESS!
 07/15 (415461)

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (301) 918-7975 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by May 19, 2016.

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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized 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 (301) 918-7975 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 goinggreen@freemanco.com

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ **Check if you are a new Freeman customer**
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

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

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (415461) on your remittance.

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

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

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

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store. **We do not accept credit card information via email.**
- 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/?415461>

FREEMAN method of payment

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (415461)

FREEMAN third party authorization

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL / ANNUAL SESSION / JUNE 10 - 11, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 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: **\$200.00 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: **\$250.00 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

Qty	Description	Price	Total
_____	Package 1 (per 10' x 10')	\$200.00	\$ _____
_____	Package 2 (per 10' x 10')	\$250.00	\$ _____

TOTAL COST

Sub-Total _____ + Tax (7.0%) _____ = TOTAL _____



FURNISHING essentials

seating

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

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.



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.



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



soho bistro table (page 6)

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



tables

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

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



Milano Table (page 7)
Diplomat Chair (page 3)

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



office furniture

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



Cherry Tables (page 5)
Cherry Barrel Chairs (page 3)
Black Table Lamp (page 11)

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075



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

Black
24"W 49"L 29"H – N720191





display

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

draped or undraped table counters

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



tables (30" height)

	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

counters (42" height)

Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

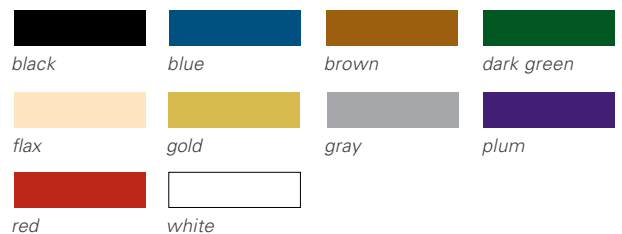


Table-top risers are also available in a variety of sizes. See order form for details.

display

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



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

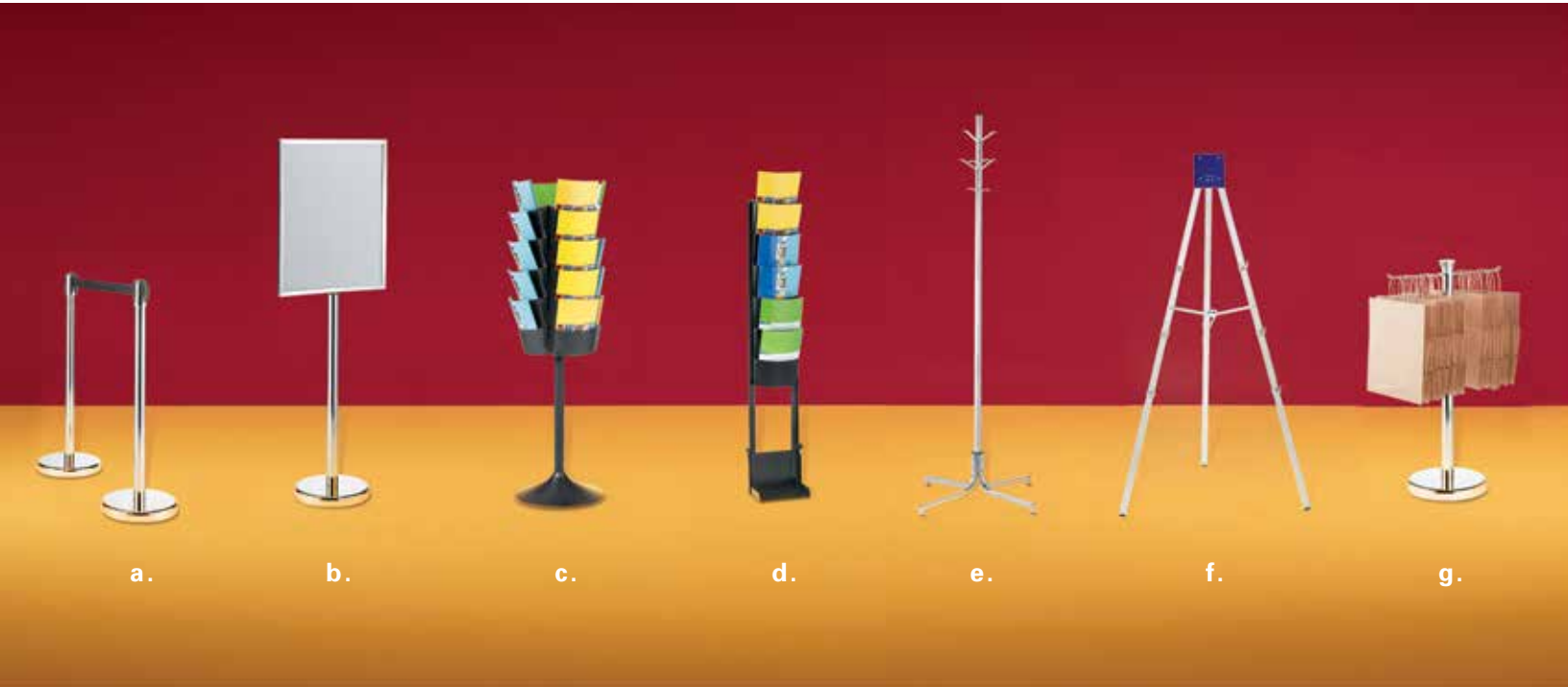
Black

24"W 49"L 42"H – N72056



accessories

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



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

special draping

(not pictured)

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

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.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

FREEMAN

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FreemanWashingtonES@freemanco.com



ONLINE PRICE
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DEADLINE DATE

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NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71092	Diva Counter Stool	229.80	252.80	321.70	_____
___	N71091	Diva Chair	204.80	225.30	286.70	_____
___	N710144	Diplomat Chair	256.20	281.80	358.70	_____
___	N71038	Cherry Barrel Chair	219.60	241.55	307.45	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	249.40	274.35	349.15	_____
___	N71047	Gray Gaslift Stool	297.75	327.55	416.85	_____
___	N71046	Gray Gaslift Chair w/Arms ..	242.25	266.50	339.15	_____
___	N71045	Gray Gaslift Chair	234.55	258.00	328.35	_____
___	N71044	Executive Chair	271.05	298.15	379.45	_____
___	N71089	Black Diamond Side Chair..	130.25	143.30	182.35	_____
___	N71090	Black Diamond Arm Chair..	159.05	174.95	222.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71088	Black Diamond Stool	190.80	209.90	267.10	_____
___	C210108	Limerick® Chair..... by Herman Miller	95.35	104.90	133.50	_____
___	C210109	Limerick® Stool..... by Herman Miller	127.85	140.65	179.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING						
___	N73091	Signature Loveseat	874.00	961.40	1,223.60	_____
___	N71093	Signature Chair	538.40	592.25	753.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
___	N72026	Cherry Cocktail Table.....	247.10	271.80	345.95	_____
___	N72027	Cherry End Table.....	215.10	236.60	301.15	_____
___	N72015	Glass Conference Table.....	278.30	306.15	389.60	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	206.40	227.05	288.95	_____
___	N72029	Metro Slate End Table.....	185.30	203.85	259.40	_____
___	C115103	Studio Black Cocktail Table.	154.40	169.85	216.15	_____
___	C115104	Studio Black End Table.....	108.00	118.80	151.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	204.90	225.40	286.85	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	251.75	276.95	352.45	_____
___	N72070	Black-top Bistro 24"W x 42"H	267.45	294.20	374.45	_____
___	N72067	Black-top Café Table 36"x30".	263.55	289.90	368.95	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	279.15	307.05	390.80	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	231.35	254.50	323.90	_____
___	N72064	Café Table 36"W x 30"H	247.10	271.80	345.95	_____
___	N720163	Bistro Table 30"W x 42"H	247.10	271.80	345.95	_____
___	N720164	Bistro Table 36"W x 42"H	262.70	288.95	367.80	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE						
___	N72093	Milano Table/Blonde Top	550.90	606.00	771.25	_____
___	N72092	Milano Table/Black Top	550.90	606.00	771.25	_____
___	N72094	Luna Table/Black Top	656.70	722.35	919.40	_____
___	N720191	Hemingway Writing Table	378.05	415.85	529.25	_____
___	N74061	Cherry Desk 5'	637.60	701.35	892.65	_____
___	N74065	Cherry Bookcase	253.85	279.25	355.40	_____
___	N74064	Cherry Credenza	479.50	527.45	671.30	_____
___	N74071	Oak Desk 5'	637.60	701.35	892.65	_____
___	N74075	Oak Bookcase	279.15	307.05	390.80	_____
___	N74074	Oak Credenza	467.30	514.05	654.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE						
___	N72056	Display Counter.....	502.85	553.15	704.00	_____
___	N75079	Orion Computer Kiosk.....	419.35	461.30	587.10	_____
___	N75030	Black Display Cube/Small.....	245.25	269.80	343.35	_____
___	N75031	Black Display Cube/Medium....	273.65	301.00	383.10	_____
___	N75032	Black Display Cube/Large.....	299.25	329.20	418.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	245.25	269.80	343.35	_____
___	N75021	Black Display Cylinder/Med.	273.65	301.00	383.10	_____
___	N75022	Black Display Cylinder/Lg....	299.25	329.20	418.95	_____

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

freemanning essentials

FREEMAN

 Take advantage of the Online price
by ordering at www.freemanco.com/store
before MAY 19, 2016

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(301) 918-7975** to speak with one of our experts.

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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	143.05	157.35	200.25	_____
___	C130430	Draped Table 4'L x 30"H....	155.85	171.45	218.20	_____
___	C130630	Draped Table 6'L x 30"H....	181.70	199.85	254.40	_____
___	C130830	Draped Table 8'L x 30"H....	207.50	228.25	290.50	_____
___	C1240463	4th Side Drape 6'L x 30"H...	71.75	78.95	100.45	_____
___	C1240483	4th Side Drape 8'L x 30"H...	71.75	78.95	100.45	_____
___	C130342	Draped Counter 3'L x 42"H.	164.55	181.00	230.35	_____
___	C130442	Draped Counter 4'L x 42"H.	180.30	198.35	252.40	_____
___	C130642	Draped Counter 6'L x 42"H.	209.00	229.90	292.60	_____
___	C130842	Draped Counter 8'L x 42"H.	238.55	262.40	333.95	_____
___	C1240464	4th Side Drape 6'L x 42"H...	78.55	86.40	109.95	_____
___	C1240484	4th Side Drape 8'L x 42"H...	78.55	86.40	109.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	74.65	82.10	104.50	_____
___	C131430	Undraped Table 4'L x 30"H..	87.55	96.30	122.55	_____
___	C131630	Undraped Table 6'L x 30"H..	113.35	124.70	158.70	_____
___	C131830	Undraped Table 8'L x 30"H..	139.15	153.05	194.80	_____
___	C131342	Undraped Counter 3'Lx42"H	89.65	98.60	125.50	_____
___	C131442	Undraped Counter 4'Lx42"H	105.45	116.00	147.65	_____
___	C131642	Undraped Counter 6'Lx42"H	134.20	147.60	187.90	_____
___	C131842	Undraped Counter 8'Lx42"H	163.80	180.20	229.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide						
___	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
___	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
___	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
___	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
___	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
___	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Table Top Risers - Risers are 8" wide						
___	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
___	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
___	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
___	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
___	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
___	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	C220121	Chrome Stanchion w/belt ..	164.15	180.55	229.80	_____
___	C220118	Chrome Sign Holder	111.65	122.80	156.30	_____
___	N750135	Round Literature Rack	191.95	211.15	268.75	_____
___	N750136	Flat Literature Rack	140.75	154.85	197.05	_____
___	C220109	Chrome Coat Tree	63.30	69.65	88.60	_____
___	C220134	Chrome Easel	52.80	58.10	73.90	_____
___	C220110	Chrome Bag Rack	101.35	111.50	141.90	_____
___	220107	Wastebasket	25.85	28.45	36.20	_____
___	220106	Corrugated Wastebasket....	25.85	28.45	36.20	_____
___	N75057	Small Refrigerator	390.95	430.05	547.35	_____
___	N75052	Black Table Lamp	132.95	146.25	186.15	_____
___	N74082	File Cabinet/2 Drawer	145.75	160.35	204.05	_____
___	N74081	File Cabinet/4 Drawer	226.05	248.65	316.45	_____
___	10201484	Bulletin Board	191.95	211.15	268.75	_____

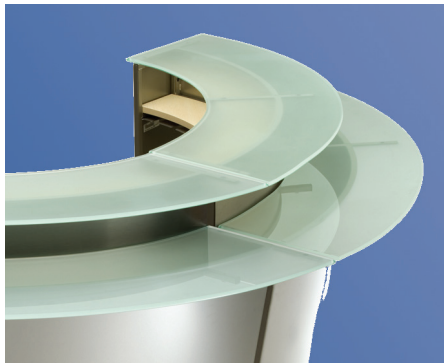
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	17.65	19.40	24.70	_____
___	12108	Special Drape 8'H (per ft.) ...	23.05	25.35	32.25	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		7 % Tax Total Cost

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

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SELECT furnishings



Your exhibit comes to life with Select Furnishings from Freeman.

We have an extensive collection of high-quality furniture in attention-grabbing shapes and styles to suit your budget and design needs, so you're sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover delivery, installation and material handling with no hidden fees.



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

F R E E M A N

seating

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

naples



chair

Black Leather

36" L 30" D 28" H – 810119

⚡ Powered options available



loveseat

Black Leather

62" L 30" D 28" H – 830120

⚡ Powered options available



sofa

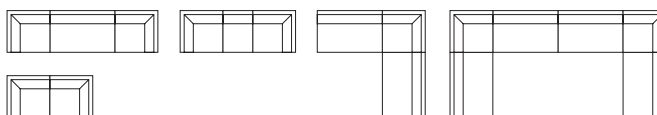
Black Leather

87" L 30" D 28" H – 830119

⚡ Powered options available

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather

24" L 24" D 28" H – 810117



sofa

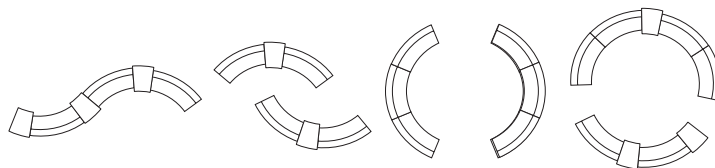
Black Leather

48" L 24" D 28" H – 830116

⚡ See pages 18, 19, 20 and 21 for all Powered options.

south beach

possible configurations



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



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

key largo



loveseat
Black Fabric
57" L 35" D 34" H – 830950



sofa
Black Fabric
79" L 35" D 34" H – 830951



chair
Black Fabric
35" L 35" D 34" H – 810950

seating



allegro

chair

Blue Fabric
36" L 34.5" D 30" H – 81019

sofa

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



fairfax

chair

White Vinyl/Brushed Metal
27" L 26" D 30" H – 810949

sofa

White Vinyl/Brushed Metal
62" L 26" D 30" H – 830949



tangiers

chair

Beige Fabric
34" L 37" D 36" H – 810118

sofa

Beige Fabric
78" L 37" D 36" H – 830118



roma

chair

White Vinyl
37" L 31" D 33" H – 81020
⚡ Powered options available

sofa

White Vinyl
78" L 31" D 33" H – 83016
⚡ Powered options available



⚡ See pages 18, 19, 20 and 21 for all Powered options.

casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square

Black Leather – 815123

White Leather – 815122

34" L 34" D 15" H



endless curved ottoman

White Leather – 815953

Black Leather – 815952

60.5" L 37.5" D 15" H



leather cube

Black Leather – 81512

White Leather – 81511

17" L 17" D 18" H



edge LED cube ottoman*

High Density Plastic

20" L 20" D 20" H – 81526



*Electrical power must be ordered separately.

ottomans

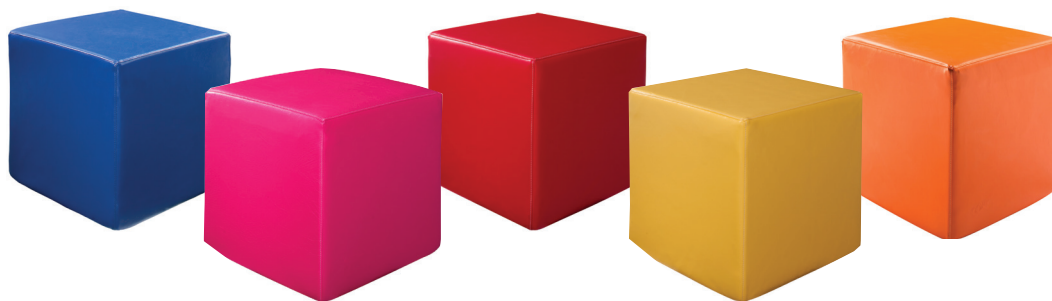
ottoman bench

Black Leather – 815121
White Leather – 815120
 60”L 20”D 18”H



vibe cube

Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
Orange Vinyl – 81525
 18”L 18”D 18”H



occasional chairs

madrid chair

Black Leather/Chrome
 30”L 30”D 31”H – 8102



madrid chair

White Leather/Chrome
 30”L 30”D 31”H – 810816



occasional chairs

meeting chair

White Vinyl – 810948

Espresso Bonded Leather – 810835

Taupe Microfiber – 810836

25.5" L 23.5" D 34" H



wendy chair

Clear Acrylic

15" L 19.7" D 35.8" H – 810847



swanson chair

White Vinyl

28" L 25" D 18" H – 810875



ICE side chair

Transparent

17.25" L 20" D 32" H – 810814



fusion chair (white/black)

White/Black High Density Plastic

19" L 21" D 32" H – 810838



occasional chairs

razor armless chair

White High Density Plastic
15.38"L 15.5"D 30.5"H – 810837



new york chair

Onyx/Maple Wood/Chrome
23"L 32"D 33"H – 81090



tub chair

Black Fabric
31"L 31"D 31"H – 8103



madden chair

Light Gray Vinyl
27"L 32"D 33"H – 810843



christopher chair

White Vinyl/Chrome
17"L 19"D 35"H – 810846



rustique chair with arms

Gunmetal
20"L 18"D 31"H – 810841



occasional chairs

berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



conference chairs

labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel
25"L 20"D 34"H - 81063



luxor executive chair

Black Leather
27"L 28"D 47"H
Adjustable - 810807



pro executive mid back chair

White Vinyl
24"L 22"D 40"H - 810945



pro executive guest chair

Black Vinyl
24"L 22"D 36"H - 810947



pro executive high back chair

White Vinyl - 810844
Black Vinyl - 810946
25"L 24"D 48"H

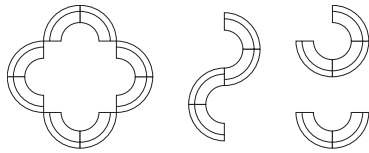


bars & barstools

martini bar

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

possible configurations:



lift hydraulic barstool

Gray Vinyl/Chrome – 810872
Red Vinyl/Chrome – 810873
Black Vinyl/Chrome – 810871
White Vinyl/Chrome – 810870
15" Round 23-33.5" H Adjustable



apex barstool

Black Vinyl – 33010
Blue Ultra Suede – 3309
Red Vinyl – 33042
White Vinyl – 33043
21" L 21" D 33" H



bars & barstools

ICE barstool

Transparent/Chrome Legs

16.75"L 16"D 37.75"H – 810815



rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



shark swivel barstool

White Plastic/Chrome

22"L 19"D 34-44"H

Adjustable – 810202



christopher barstool

White

19"L 15"D 41"H – 810848



jetson barstool

Black Vinyl/Black Steel

18"L 19"D 29"H – 810706



gin barstool

Maple Wood/Chrome

16"L 16"D 29"H – 810505



bars & barstools

oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17" L 20" D 30" H



zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15" L 17" D 31-35" H



banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21" L 22" D 30" H



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

occasional end & cocktail tables



inspiration

end table

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

table

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



geo

end table

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

table

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




sydney

end table

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

table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48" L 26" D 18" H

 Powered options available



 See pages 18, 19, 20 and 21 for all Powered options.

occasional end & cocktail tables



silverado

end table

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

table

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



regis

end table

Brushed Metal
16"L 15.5"D 16.5"H – 82075

bench/table

Brushed Metal
47"L 15.5"D 16"H – 82074



candy table

White Plastic/Black Laminated Top
18"L 18"D 18"H – 82056



aura round table

White Metal
15" Round 22"H – 820844



edge LED cube table*

White Plastic/Clear Acrylic Top
20"L 20"D 20"H – 82057



*Electrical power must be ordered separately.

occasional end & cocktail tables

nova white oval table

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



geo conference table

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



communal table (maple)

Laminate/Metal
72"L 26"D 30"H – 82067
72"L 26"D 42"H – 82068



communal table (white)

Laminate/Metal
72"L 26"D 30"H – 82063
72"L 26"D 42"H – 82066



communal table (maple with grommets)

Laminate/Metal
72"L 26"D 30"H – 82058
72"L 26"D 42"H – 82059



conference tables

manhattan table

Glass/Black Steel

42" Round 29"H – 82033



42" round white conference table

White Laminate

42" Round – 820708



computer desk / table

work desk

White Laminate

48"L 24"D 30"H – 820706



merlin table

Gray Laminate

46"L 29"D 30"H – 820707



powered

All powered options will have an adapter included with rental. Additional adapters can be ordered separately.

powered seating

roma chair, powered*

White Vinyl

37" L 31" D 33" H – 81021



power panel detail



roma sofa, powered*

White Vinyl

78" L 31" D 33" H – 83017



power panel detail



*Electrical power must be ordered separately.

powered seating

naples chair, powered*

Black Vinyl

36" L 30" D 28" H – 810120



power panel detail



naples loveseat, powered*

Black Vinyl

62" L 30" D 28" H – 830122



power panel detail



naples sofa, powered*

Black Vinyl

87" L 30" D 28" H – 830121



power panel detail



*Electrical power must be ordered separately.

powered tables

tech desk with 3 drawer file cabinet, powered*

Black Metal - 84083

Desk Only - 84084

60"L 30"D 30"H



G30 cocktail table, powered*

White Top

72"L 26"D 18"H – 82070



G30 café table, powered*

White Top

72"L 26"D 30"H – 82071



G30 bar table, powered*

White Top

72"L 26"D 42"H – 82072



sydney cocktail table, powered*

Black Laminate/Brushed Steel – 82076

White Laminate/Brushed Steel – 82073

48"L 26"D 18"H



**Electrical power must be ordered separately.*

powered product pedestals

powered locking pedestal, 36"

Black – 85060

White – 85061

24"L 24"D 36"H

powered locking pedestal, 42"

Black – 85062

White – 85063

24"L 24"D 42"H



power panel detail



adapters

4-way charging adapter*

Black – 850800

White – 850801

36"L

All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.



**Electrical power must be ordered separately.*

storage

3 drawer file cabinet on castors


16" L 20" D 28" H – 84080



locking door pedestal

Black Laminate

24" L 24" D 42" H – 85078

 Powered options available



product display

etagere

Black – 850604

Pewter – 850605

30" L 16" D 70" H



refrigerator

refrigerator*

White

14.0 cubic feet

20" L 30" D 65" H – 8503001



lighting

mason table lamp*

White/Brushed Silver

16" Round 26" H – 850707




mason floor lamp*

White/Brushed Silver

18" Round 55" H – 850708



*Electrical power must be ordered separately.

 See pages 18, 19, 20 and 21 for all Powered options.

tablet stand

mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*

Black – 850711

8.625"L 1.1"D 11.325"H



wireless printer holder*

Black – 850712

3.3"L 1.9"D 5.28"H



charging shelf*

Black – 850713

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand.

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
_____	810119	Chair.....	313.00	344.30	438.20	_____
_____	830120	Loveseat.....	417.10	458.80	583.95	_____
_____	830119	Sofa.....	449.10	494.00	628.75	_____
Heathrow Group -Black Leather						
_____	810116	Armless Chair.....	237.30	261.05	332.20	_____
_____	810117	Corner Chair.....	248.65	273.50	348.10	_____
_____	830116	Sofa.....	387.15	425.85	542.00	_____
South Beach Group - Platinum Suede						
_____	8301	Sofa.....	648.60	713.45	908.05	_____
_____	8151	Ottoman.....	319.80	351.80	447.70	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	332.80	366.10	465.90	_____
_____	830951	Sofa.....	369.60	406.55	517.45	_____
_____	810950	Chair.....	254.40	279.85	356.15	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	499.90	549.90	699.85	_____
_____	83015	Sofa.....	798.05	877.85	1,117.25	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	214.40	235.85	300.15	_____
_____	830949	Sofa.....	342.40	376.65	479.35	_____
Tangiers Group - Beige Fabric						
_____	810118	Chair.....	277.50	305.25	388.50	_____
_____	830118	Sofa.....	374.75	412.25	524.65	_____
Roma Group - White Vinyl						
_____	81020	Chair.....	559.55	615.50	783.35	_____
_____	83016	Sofa.....	857.65	943.40	1,200.70	_____
CASUAL SEATING						
Ottomans						
_____	815952	Endless Curved - Black Leather.....	278.40	306.25	389.75	_____
_____	815953	Endless Curved - White Leather.....	278.40	306.25	389.75	_____
_____	815123	Endless Square - Black Leather.....	185.40	203.95	259.55	_____
_____	815122	Endless Square - White Leather.....	185.40	203.95	259.55	_____
_____	815121	Bench - Black Leather.....	230.60	253.65	322.85	_____
_____	815120	Bench - White Leather.....	230.60	253.65	322.85	_____
Cubes						
_____	81512	Leather Cube - Black Leather.....	134.15	147.55	187.80	_____
_____	81511	Leather Cube - White Leather.....	134.15	147.55	187.80	_____
_____	81526	Edge LED Cube - High Density Plastic.....	185.30	203.85	259.40	_____

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NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Cubes

_____	81518	Vibe - Blue Vinyl.....	142.15	156.35	199.00	_____
_____	81520	Vibe - Pink Vinyl.....	142.15	156.35	199.00	_____
_____	81519	Vibe - Red Vinyl.....	142.15	156.35	199.00	_____
_____	81517	Vibe - Yellow Vinyl.....	142.15	156.35	199.00	_____
_____	81525	Vibe - Orange Vinyl.....	142.15	156.35	199.00	_____

Occasional Chairs

_____	8102	Madrid Chair - Black Leather.....	795.60	875.15	1,113.85	_____
_____	810816	Madrid Chair - White Leather.....	795.60	875.15	1,113.85	_____
_____	810948	Meeting Chair (White Vinyl).....	185.60	204.15	259.85	_____
_____	810835	Meeting Chair (Espresso).....	196.60	216.25	275.25	_____
_____	810836	Meeting Chair (Taupe).....	257.65	283.40	360.70	_____
_____	810847	Wendy Chair - Clear Acrylic.....	73.75	81.15	103.25	_____
_____	810875	Swanson Chair - White Vinyl.....	143.65	158.00	201.10	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	225.65	248.20	315.90	_____
_____	810838	Fusion Chair Black/White.....	135.60	149.15	189.85	_____
_____	810837	Razor Armless Chair.....	52.00	57.20	72.80	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	205.00	225.50	287.00	_____
_____	8103	Tub Chair - Black Fabric.....	398.40	438.25	557.75	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	262.65	288.90	367.70	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	160.65	176.70	224.90	_____
_____	810841	Rustique Chair with Arms.....	97.15	106.85	136.00	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	132.75	146.05	185.85	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	132.75	146.05	185.85	_____

Conference Chairs

_____	810874	Labrea Chair - Charcoal Gray Fabric.....	191.05	210.15	267.45	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	354.60	390.05	496.45	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	325.00	357.50	455.00	_____
_____	810807	Luxor Executive Chair - Black Leather.....	419.00	460.90	586.60	_____
_____	810945	Pro Executive Mid Back Chair - White Vinyl.....	219.20	241.10	306.90	_____
_____	810947	Pro Executive Guest Chair - Black Vinyl.....	227.20	249.90	318.10	_____
_____	810844	Pro Executive High Back Chair - White Vinyl.....	299.25	329.20	418.95	_____
_____	810946	Pro Executive High Back Chair - Black Vinyl.....	185.60	204.15	259.85	_____

Bars & Bar Stools

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,331.90	1,465.10	1,864.65	_____
_____	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	N/A	N/A	N/A	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	115.00	126.50	161.00	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	115.00	126.50	161.00	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	115.00	126.50	161.00	_____
_____	33010	Apex Barstool - Black Vinyl.....	144.00	144.00	N/A	_____
_____	3309	Apex Barstool - Blue Ultra Suede.....	144.00	144.00	N/A	_____
_____	33042	Apex Barstool - Red Vinyl.....	144.00	144.00	N/A	_____
_____	33043	Apex Barstool - White Vinyl.....	144.00	144.00	N/A	_____

select furnishings

FREEMAN

Take advantage of the Online price
by ordering at www.freemanco.com/store
before MAY 19, 2016

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

Bars & Bar Stools

_____	810815	ICE Barstool - Transparent/Chrome.....	238.50	262.35	333.90	_____
_____	810839	Rustique Barstool - Gunmetal.....	107.65	118.40	150.70	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	334.85	368.35	468.80	_____
_____	810848	Christopher Barstool - White.....	131.20	144.30	183.70	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	273.35	300.70	382.70	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	185.65	204.20	259.90	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	251.40	276.55	351.95	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	251.40	276.55	351.95	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	212.75	234.05	297.85	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	212.75	234.05	297.85	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	206.25	226.90	288.75	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	206.25	226.90	288.75	_____

Occasional End & Cocktail Tables

_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	303.05	333.35	424.25	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	318.50	350.35	445.90	_____
_____	82025	Geo End Table - Glass/Black Steel.....	243.65	268.00	341.10	_____
_____	82035	Geo End Table - Glass/Chrome.....	243.65	268.00	341.10	_____
_____	82024	Geo Table - Glass/Black Steel.....	265.65	292.20	371.90	_____
_____	82034	Geo Table - Glass/Chrome	265.65	292.20	371.90	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	251.40	276.55	351.95	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	251.40	276.55	351.95	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	296.55	326.20	415.15	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	296.55	326.20	415.15	_____
_____	82015	Silverado End Table-Tempered Glass/Painted Steel	265.65	292.20	371.90	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	281.15	309.25	393.60	_____
_____	82075	Regis End Table - Brushed Metal.....	148.80	163.70	208.30	_____
_____	82074	Regis Bench Table - Brushed Metal.....	209.60	230.55	293.45	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	N/A	N/A	N/A	_____
_____	820844	Aura Round Table - White Metal.....	139.15	153.05	194.80	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	185.30	203.85	259.40	_____

Conference Tables

_____	82060	Nova White Oval Table - White Laminate/Chrome....	573.30	630.65	802.60	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	376.60	414.25	527.25	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	376.60	414.25	527.25	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	463.30	509.65	648.60	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	648.65	713.50	908.10	_____
_____	82067	Communal Table 30"H Maple.....	463.30	509.65	648.60	_____
_____	82068	Communal Table 42"H Maple.....	648.65	713.50	908.10	_____
_____	82063	Communal Table 30"H White.....	463.30	509.65	648.60	_____
_____	82066	Communal Table 42"H White.....	648.65	713.50	908.10	_____
_____	820708	42" Round White Conference Table-White Laminate	N/A	N/A	N/A	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	310.75	341.85	435.05	_____

Computer Desk/Tables

_____	820706	Work Desk - White Powder Coat.....	215.70	237.25	302.00	_____
_____	820707	Merlin Table - Gray Laminate.....	N/A	N/A	N/A	_____

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

Powered Seating

_____	81021	Roma Chair, Powered - White Vinyl.....	433.60	476.95	607.05	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	670.40	737.45	938.55	_____
_____	810120	Naples Chair, Powered - Black Vinyl.....	433.60	476.95	607.05	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	582.40	640.65	815.35	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	670.40	737.45	938.55	_____

Powered Tables

_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	385.60	424.15	539.85	_____
_____	84084	Tech Desk, Powered - Black Metal.....	339.40	373.35	475.15	_____
_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	284.80	313.30	398.70	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	395.20	434.70	553.30	_____
_____	82072	G30 Cafe Table 42" H, Powered - White Top.....	515.20	566.70	721.30	_____
_____	82076	Sydney Cocktail Table, Powered Black.....	262.40	288.65	367.35	_____
_____	82077	Sydney Cocktail Table, Powered White.....	262.40	288.65	367.35	_____

Powered Products Display

_____	85060	Powered Locking Pedestal 36" H, Black.....	315.20	346.70	441.30	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	315.20	346.70	441.30	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	377.60	415.35	528.65	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	377.60	415.35	528.65	_____

Adapters

_____	850800	Charging Adapters Four - Black.....	17.60	19.35	24.65	_____
_____	850801	Charging Adapters Four - White.....	17.60	19.35	24.65	_____

PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Storage

_____	85078	Locking Door Pedestal - Black Laminate.....	495.10	544.60	693.15	_____
_____	84080	3 Door File Cabinet on Castors - Black	118.40	130.25	165.75	_____

Product Display

_____	850604	Etagere - Black.....	354.60	390.05	496.45	_____
_____	850605	Etagere - Pewter.....	354.60	390.05	496.45	_____

Refrigerator

_____	8503001	Refrigerator - White.....	789.15	868.05	1,104.80	_____
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Lighting

_____	850707	Mason Table Lamp - White/Brushed Silver.....	155.95	171.55	218.35	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	231.65	254.80	324.30	_____

Tablet Stand

_____	850714	Mobile Tablet Stand - White.....	320.25	352.30	448.35	_____
_____	850715	Mobile Tablet Stand - Black.....	320.25	352.30	448.35	_____

Tablet Stand Accessories

_____	850711	Brochure Holder - Black.....	31.50	34.65	44.10	_____
_____	850712	Wireless Printer Holder - Black.....	320.25	352.30	448.35	_____
_____	850713	Charging Shelf - Black.....	31.50	34.65	44.10	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		7% Tax		Total Cost

FREEMAN select furnishings
 Take advantage of the Online price by ordering at www.freemanco.com/store before MAY 19, 2016

carpet



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.
- Freeman's carpet is manufactured with recycled material.
- All of our carpet padding is manufactured with 90–95% recycled foam and is 100% recyclable.

prestige CARPET

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.



*black**



cardinal



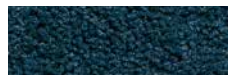
*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

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. 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.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 405.00	\$ 445.50	\$ 567.00	_____
_____	10' x 20' Classic Carpet	\$ 810.00	\$ 891.00	\$ 1,134.00	_____
_____	10' x 30' Classic Carpet	\$ 1,215.00	\$ 1,336.50	\$ 1,701.00	_____
_____	10' x 40' Classic Carpet	\$ 1,620.00	\$ 1,782.00	\$ 2,268.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 185.00	\$ 205.00	\$ 260.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 370.00	\$ 410.00	\$ 520.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 555.00	\$ 615.00	\$ 780.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 740.00	\$ 820.00	\$ 1,040.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 370.00	\$ 405.00	\$ 520.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 740.00	\$ 810.00	\$ 1,040.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,110.00	\$ 1,215.00	\$ 1,560.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,480.00	\$ 1,620.00	\$ 2,080.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$.90	\$ 1.00	\$ 1.25	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 247.55	\$ 272.30	\$ 346.55	_____
_____	9' x 20' Classic Carpet	\$ 494.85	\$ 544.35	\$ 692.80	_____
_____	9' x 30' Classic Carpet	\$ 742.35	\$ 816.60	\$ 1,039.30	_____
_____	9' x 40' Classic Carpet	\$ 989.80	\$ 1,088.80	\$ 1,385.70	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 166.50	\$ 184.50	\$ 234.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 333.00	\$ 369.00	\$ 468.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 499.50	\$ 553.50	\$ 702.00	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 666.00	\$ 738.00	\$ 936.00	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 333.00	\$ 364.50	\$ 468.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 666.00	\$ 729.00	\$ 936.00	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 999.00	\$ 1,093.50	\$ 1,404.00	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,332.00	\$ 1,458.00	\$ 1,872.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$.90	\$ 1.00	\$ 1.25	_____

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST			
_____	+	_____	= _____
Sub- Total		7% Tax	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before MAY 19, 2016

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **4.05**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 4.05	\$ 4.45	\$ 5.65	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.90	\$ 6.50	\$ 8.25	_____
Over 700 sq. ft.		\$ 5.20	\$ 5.70	\$ 7.30	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 7.80	\$ 8.60	\$ 10.90	_____
Over 700 sq. ft.		\$ 7.10	\$ 7.80	\$ 9.95	_____

CARPET PADDING - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.85**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.85	\$ 2.05	\$ 2.60	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.70	\$ 1.85	\$ 2.40	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 3.70	\$ 4.05	\$ 5.20	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 3.40	\$ 3.75	\$ 4.75	_____

TOTAL COST		
_____	+	_____
Sub- Total		7% Tax
	=	_____
		Total Cost

cut to size carpet

FREEMAN

Take advantage of the Online price
by ordering at www.freemanco.com/store
before MAY 19, 2016



RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

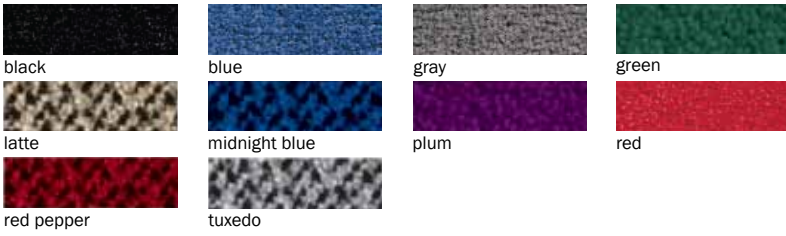


Package 6 upgraded with graphics and cabinet

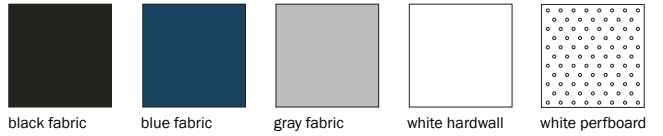
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Questions? All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.

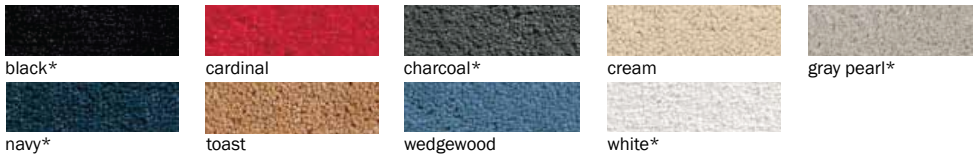
Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Color Options - Prestige Carpet



*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 click on the link below.

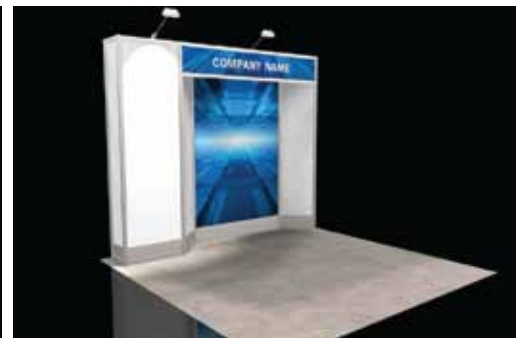
Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,732.10	5,224.95	<input type="checkbox"/> 10' x 20'	7,120.25	9,968.35
Package 2	<input type="checkbox"/> 10' x 10'	2,223.40	3,112.75	<input type="checkbox"/> 10' x 20'	4,102.75	5,743.85
Package 3	<input type="checkbox"/> 10' x 10'	2,292.00	3,208.80	<input type="checkbox"/> 10' x 20'	4,240.00	5,936.00
Package 4	<input type="checkbox"/> 10' x 10'	4,096.90	5,735.65	<input type="checkbox"/> 10' x 20'	7,849.85	10,989.80
Package 5	<input type="checkbox"/> 10' x 10'	2,232.35	3,125.30	<input type="checkbox"/> 10' x 20'	4,120.65	5,768.90
Package 6	<input type="checkbox"/> 10' x 10'	2,318.75	3,246.25	<input type="checkbox"/> 10' x 20'	4,293.55	6,010.95

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:

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

- Slatwall & Shelves Cabinets & Counters Specialty Colored Metal Recyclable Graphics
 Colored Panels Creating a Custom Exhibit 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.

TOTAL COST		
_____	+	_____ = _____
Sub-Total		7 % Tax Total Cost

rental exhibits
FREEMAN

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store
ACCESSORIES FOR RENTAL UNITS

<p>LIGHTS (use only on rentals)</p>	<p>SHELVES (use only on rentals)</p>	<p>CABINETS</p>
<p>GONDOLAS</p>	<p>RADIUS CABINET (does not have doors)</p>	<p>LITERATURE POCKETS</p>

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	101.25	141.75	_____
___	172514	4' Tracklight (3 lights)	N/A	N/A	_____
___	17252	Halogen Light	132.50	185.50	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	474.45	664.25	_____
___	17306	1M x ½M x 42" High.....	474.45	664.25	_____
___	17308	2M x ½M x 36" High.....	685.50	959.70	_____
___	17309	2M x ½M x 42" High.....	685.50	959.70	_____
___	173010	1M Radius x ½M x 36" High.	678.35	949.70	_____
___	173011	1M Radius x ½M x 42" High..	678.35	949.70	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	33.85	47.40	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	449.00	628.60	_____
___	174542	Double Sided 1M x 4' High..	505.90	708.25	_____
___	174581	Single Sided 1M x 8' High...	N/A	N/A	_____
___	174582	Double Sided 1M x 8' High..	N/A	N/A	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES					
___	17201	1M Straight (37" x12")	82.20	115.10	_____
___	17206	1M Angled (37" x 12")	95.95	134.35	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	37.35	52.30	_____

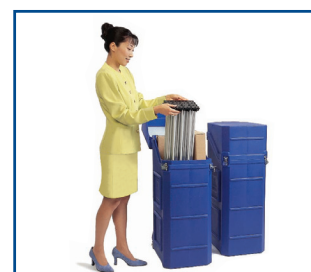
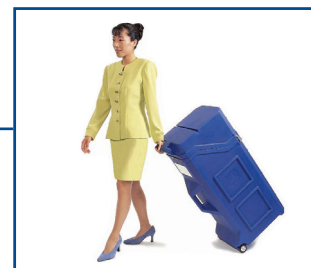
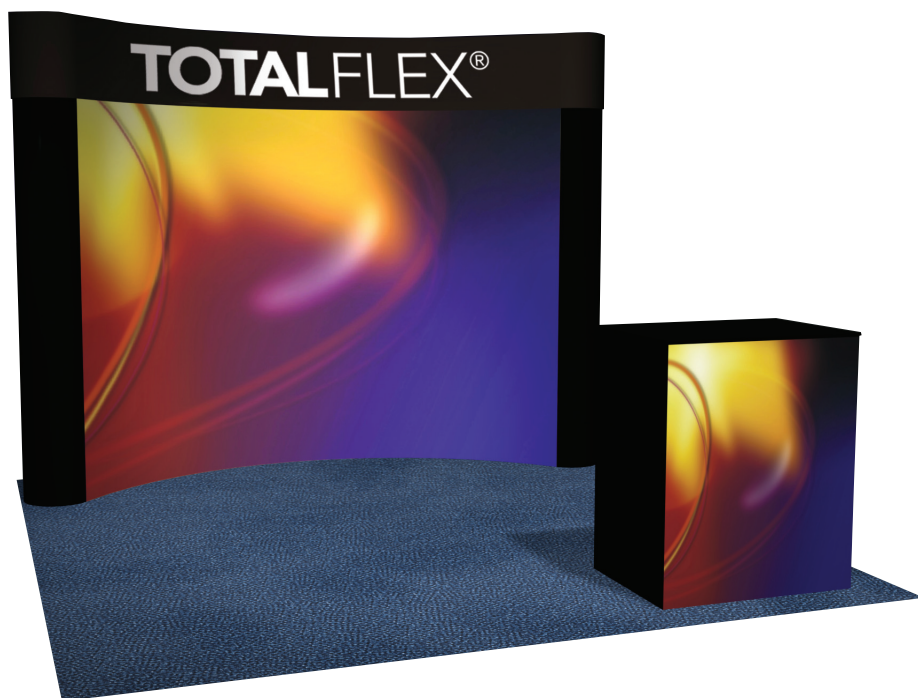
TOTAL COST			
Sub-Total	+	7% Tax	= Total Cost

Don't see what you need?
Please call an Exhibitor Sales Specialist at (301) 918-7975.

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

TOTALFLEX®

By Freeman



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

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

floor units

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

table top units

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

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



FREEMAN

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FreemanWashingtonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

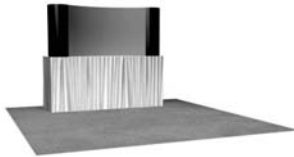
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	904.15	1,265.80	_____	_____
40"H x 8'W	1,054.90	1,476.85	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,118.90	1,566.45	_____	_____
40"H x 8'W	1,268.05	1,775.25	_____	_____

*Shipping Not Included

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray

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

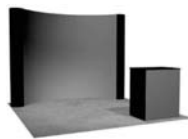
*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

Table Drape:

Black Blue Brown Dark Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,506.80	2,109.50	_____	_____
8'H x 10'W	1,802.60	2,523.65	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,561.75	3,586.45	_____	_____
8'H x 10'W	3,008.10	4,211.35	_____	_____

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

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

Fabric Panel Colors for All Units: Black Gray

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

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	187.65	262.70	_____	_____	265.80	372.10	_____
1715801	1-200 Watt Halogen Light Kit	_____	98.10	137.35	_____	_____	194.80	272.70	_____
1715802	Straight Shelf	_____	75.35	105.50	_____	_____	135.10	189.15	_____
1715803	Angled Shelf	_____	75.35	105.50	_____	_____	135.10	189.15	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST

Sub-Total + 7% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 7% Tax = Total Cost

FREEMAN

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Lanham, MD 20706
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FreemanWashingtonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016** _____

COMPANY NAME _____ BOOTH #: _____

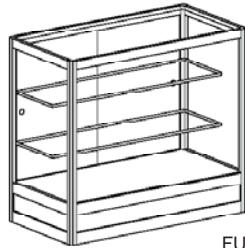
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

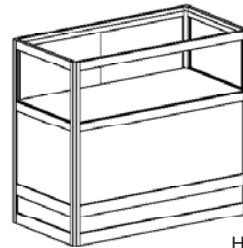
For Assistance, please call 301-918-7900 to speak with one of our experts.

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

SHOWCASES



FULL VIEW



HALF VIEW

SHOWCASES (White PVC Only - Lights NOT Available)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17551200	Showcase 1m x 36"H Full View.....	\$674.20	\$943.90	_____
___	17551202	Showcase 1m x 42"H Full View.....	\$674.20	\$943.90	_____
___	17551201	Showcase 2m x 36"H Full View.....	\$788.65	\$1,104.15	_____
___	17551203	Showcase 2m x 42"H Full View.....	\$788.65	\$1,104.15	_____
___	17551204	Showcase 1m x 36"H Half View	\$652.55	\$913.60	_____
___	17551206	Showcase 1m x 42"H Half View	\$652.55	\$913.60	_____
___	17551205	Showcase 2m x 36"H Half View	\$731.05	\$1,023.50	_____
___	17551207	Showcase 2m x 42"H Half View	\$731.05	\$1,023.50	_____
___	17301	Cabinet Lock.....	\$33.85	\$47.40	_____

QUICK TIPS

- Remember to order in advance to save time and money. **Orders received after the deadline date will cost you an additional 40% over discount prices.**
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

Don't see what you need? Please call an Exhibitor Sales Representative at 301-918-7900.

TOTAL COST

Sub-Total _____ + Tax (7.0%) _____ = TOTAL _____

FREEMAN showcases



digital graphics



creating visual excitement

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

state-of-the-art capabilities

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

superior quality control

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

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

FREEMAN

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Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 19, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 24.45 per sq. ft. discount price
x or = \$ _____
\$ 48.90 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 49.00	98.00 =	_____
7" x 22"	@ 49.00	98.00 =	_____
7" x 44"	@ 52.15	104.30 =	_____
9" x 44"	@ 67.35	134.70 =	_____
11" x 14"	@ 49.00	98.00 =	_____
14" x 22"	@ 52.15	104.30 =	_____
14" x 44"	@ 104.75	209.50 =	_____
22" x 28"	@ 104.75	209.50 =	_____
28" x 44"	@ 209.55	419.10 =	_____
20" x 60"	@ 203.95	407.90 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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graphics

FREEMAN

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 (301) 918-7975 for assistance.



installation & dismantle

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

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

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

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

PITTSBURGH UNION REGULATIONS

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor will be required for all aspects of your exhibit handling. To help you understand the scope of work performed by the union, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Carpenters are responsible for the erection of displays, steps, partitions, ramps, platforms, and the crating and uncrating of display materials.

Floor Coverers are responsible for the installation of all flooring, erection of pipe and drapes, bunting, signs, flags, skirting of tables and the delivery of furniture and smokers.

Exhibitors may set up and dismantle displays in booths 10' x 20' or smaller without the use of Union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are not allowed for exhibitor use. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Teamsters under the direction Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

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 rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees.

FREEMAN

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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 107.50	\$ 150.50
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday and all day Saturday	\$ 161.00	\$ 225.50
Premium Time- Sunday & Holidays.....	\$ 214.50	\$ 300.50

Recognized Holidays: New Year's Day, January 1, 2016; Good Friday, March 25, 2016; Memorial Day, May 30, 2016; Independence Day, July 4, 2016; Labor Day, September 5, 2016; Veteran's Day, Observed November 25, 2016; Thanksgiving Day, November 24, 2016; Christmas Day, December 25, 2016

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

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the next page 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: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ 7.0 %
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: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ 7.0 %
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached Drawing With Exhibit Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle

EXHIBIT transportation



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.

EXHIBIT TRANSPORTATION services

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

F R E E M A N

FREEMAN

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



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

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

ADHA'S CLL/ANNUAL SESSION

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

MUST BE DELIVERED BY JUNE 02, 2016

- I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

ADHA'S CLL/ANNUAL SESSION

C/O: FREEMAN
DAVID L LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD
PITTSBURGH, PA 152223622

CANNOT BE DELIVERED BEFORE JUNE 09, 2016

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
 Second Day Air: Delivery second business day by 5:00 PM
 3-5 Day Service: Delivery within 3 - 5 business days
 Declared Value \$ _____

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

- I would like to schedule outbound 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 VIA:

E-mail:

exhibit.transportation@freemanco.com

or

Fax: (469) 621-5810

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

SHOW # (415461)

FREEMAN exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 10, 2016

DEADLINE DATE IS: JUNE 02, 2016

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
APA EXPOSITION SERVICES
20-39TH STREET
PITTSBURGH, PA 15201**

**WAREHOUSE
(415461)**

EVENT: **ADHA'S CLL/ANNUAL SESSION**

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 10, 2016

DEADLINE DATE IS: JUNE 02, 2016

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
APA EXPOSITION SERVICES
20-39TH STREET
PITTSBURGH, PA 15201**

**WAREHOUSE
(415461)**

EVENT: **ADHA'S CLL/ANNUAL SESSION**

BOOTH NO. _____ NO. _____ OF _____ PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 09, 2016

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
DAVID L LAWRENCE CONV CTR
1000 FORT DUQUESNE BLVD
PITTSBURGH, PA 15222

SHOW SITE
(415461)

EVENT: ***ADHA'S CLL/ANNUAL SESSION***

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 09, 2016

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
DAVID L LAWRENCE CONV CTR
1000 FORT DUQUESNE BLVD
PITTSBURGH, PA 15222

SHOW SITE
(415461)

EVENT: ***ADHA'S CLL/ANNUAL SESSION***

BOOTH NO. _____ NO. _____ OF _____ PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** 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.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
4:30 P.M. to 8:00 A.M. Monday through Friday and all day Saturday
- OVERTIME:** (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- DOUBLE TIME:** Sundays and Holidays
Recognized Holidays: New Year's Day, January 1, 2015; Martin Luther King Day, January 19, 2015; Memorial Day, May 25, 2015; Independence Day, July 4, 2015; Labor Day, September 7, 2015; Thanksgiving Day, November 26, 2015; Christmas Day, December 25, 2015

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$127.75	255.50
Special Handling Shipment.....	\$166.25	332.50
Carpet and/or Pad Only Shipment.....	\$191.75	383.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$120.50	241.00
Special Handling Shipment.....	\$156.75	313.50
Uncrated or Pad Wrapped Shipment.....	\$180.75	361.50
Carpet and/or Pad Only Shipment.....	\$180.75	361.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after JUNE 02, 2016	\$ 32.00	64.50
Show Site Shipment after JUNE 10, 2016	\$ 30.25	60.50
Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (In addition to above rates)		
Crated or Skidded Shipment.....	\$ 30.25	60.50
Special Handling Shipment.....	\$ 39.25	78.50
Uncrated or Pad Wrapped Shipment.....	\$ 45.25	90.50
Carpet and/or Pad Only Shipment.....	\$ 45.25	90.50
Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 36.25	72.50
Special Handling Shipment.....	\$ 47.25	94.50
Uncrated or Pad Wrapped Shipment.....	\$ 54.25	108.50
Carpet and/or Pad Only Shipment.....	\$ 54.25	108.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			0.00% Tax	
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 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 points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com



**RETURN COMPLETED FORM BY
MAY 19, 2016**

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016** _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

**IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS
QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.**

1. Shipment(s) to arrive at: _____ Warehouse _____ Show Site
2. Estimate of total number of pieces: _____ Display _____ Equipment
How many pieces are: _____ Crated _____ Uncrated _____ Skidded
3. Total number of trucks/trailers you will use: _____
****Certified weight ticket(s) must accompany all inbound freight****
4. Your shipment(s) will arrive via (designate number of loads in each category):
_____ Van Line _____ Flatbed _____ Common Carrier
_____ Company Truck
5. What is the approximate weight of your entire shipment? _____
What is the approximate weight of your heaviest piece? _____
6. Print the name of the person in charge of move-in:
Contact Name: _____
Phone Number: _____
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)

Please contact John Stewart at 301-918-7900 or John.Stewart@freemanco.com with any questions.

FREEMAN freight service questionnaire

FREEMAN

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 Fax: (469) 621-5609
 FreemanWashingtonES@freemanco.com



OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS

NAME OF SHOW: **ADHA'S CLL/ANNUAL SESSION / JUNE 10 - 11, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation **Other Carrier**

No need to schedule your outbound shipment. Carrier Name: _____
 Charges will appear on your Freeman invoice. Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
 Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

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

Select Shipment Options (if applicable)

Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

PAYMENT & LABOR

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

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, 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 demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

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

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's 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 the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

- 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.
- Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- whenever or wherever the claimed loss or damage may occur;
 - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

Please return form to:
Bridget Flynn ADHA
444 N. Michigan Ave, Suite 3400
Chicago, IL 60611
Phone: (312) 440-8931
Fax: (312) 467-1806
Email: exhibits@adha.net

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR**

DEADLINE DATE

May 11, 2016

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.

NAME OF SHOW 2016 ADHA CLL at the 93rd Annual Session 6/10/16-6/11/16 (move-in 6/9)
COMPANY NAME _____ BOOTH# _____
ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)
ORDERED BY _____ PRINT NAME _____ DATE _____
PHONE# () EXT. _____ FAX# () E-MAIL _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Company Information	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL: _____ ADDRESS: _____ PRODUCER: _____ CUSTOMER ID #: _____														
INSURED Exhibiting Company Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="width: 20%; text-align: center;">NAIC #</td> </tr> <tr><td>INSURER A : _____</td><td>_____</td></tr> <tr><td>INSURER B : _____</td><td>_____</td></tr> <tr><td>INSURER C : _____</td><td>_____</td></tr> <tr><td>INSURER D : _____</td><td>_____</td></tr> <tr><td>INSURER E : _____</td><td>_____</td></tr> <tr><td>INSURER F : _____</td><td>_____</td></tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : _____	_____	INSURER B : _____	_____	INSURER C : _____	_____	INSURER D : _____	_____	INSURER E : _____	_____	INSURER F : _____	_____
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INSURER B : _____	_____														
INSURER C : _____	_____														
INSURER D : _____	_____														
INSURER E : _____	_____														
INSURER F : _____	_____														

COVERAGES **CERTIFICATE NUMBER:** _____ **REVISION NUMBER:** _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1000000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 1000000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 1000000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N					E.L. DISEASE - EA EMPLOYEE \$
		<input checked="" type="checkbox"/> N/A					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured for general liability.

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
--	--



Michael Buxbaum
312-213-1628 - mobile
248-286-5902 - fax

The International Center for Documentary Arts

Booth Photography/Video Order Form

Complete, save and email to mbuxbaum@documentaryarts.com

(*required fields)

Your Name*
Your email address*
Organization*
Address*
City, State*
Zip code*

Your Information

Event name*
Your booth number(s)*
Your booth name(s)*
Booth contacts

ADHA Annual Session - 2016

Enter Quantity

Service Choices

Rate

Total

<input type="text"/>	After hours photos of your empty booth - includes 5 views per booth, digital images, unlimited use rights	\$250	_____
<input type="text"/>	After hours photos of your empty booth - includes 15+ views per booth, digital images, unlimited use rights	\$450	_____
<input type="text"/>	Select candid, interactive coverage of your booth - approximately 30 images**	\$375	_____
<input type="text"/>	Video b-roll - up to 5 minutes of candid b-roll activity from various views - Stunning, high quality HD/SLR 30 frames per second! **	\$375	_____
<input type="text" value="1"/>	Processing and digital, online delivery of images/video via Dropbox or similar (required)	\$20	_____ <u>\$20</u>

Total all services*

** Specific coverage times subject to availability

***Online print orders:

4x6 = \$6.95; 5x7 = \$7.95; 8x10 = \$11.95; 8x12 = \$14.95;
11x14 = \$25.95; 16x20 = \$35.95; 20x30 = \$49.95 -- plus
tax, shipping and handling - larger prints rates and
media available upon request

* 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 6, 2016

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
- High-speed Printer
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

\$ 279.00 \$ 329.00 x _____ = _____

MOBILE PLUS™

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

\$ 349.00 \$ 399.00 x _____ = _____

LEADS IN A FLASH™

Custom to Your Needs



- Windows-based Custom Survey Software
- Programs Runs Directly From USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

\$ 449.00 \$ 549.00 x _____ = _____

2 Add Optional Services

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL
Delivery & Setup	\$ 65.00	\$ 85.00	<input type="checkbox"/>	= _____
Custom Qualifiers	\$ 60.00	\$ 80.00	x _____	= _____
Custom Survey	\$ 60.00	\$ 80.00	x _____	= _____

3 Add It Up

Total Due (in US Funds) = \$ _____

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

COMPANY _____ BOOTH NO. _____
THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER
 WEBSITE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____ COUNTRY _____
 PHONE NO. _____ FAX NO. _____
 ORDER CONTACT _____
 EMAIL ADDRESS _____
 ONSITE CONTACT _____ ONSITE CELL PHONE _____

Order Online:
www.atsleads.com
 User Name: ADHA2016
 Password: 4616
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



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 6, 2016.

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. Suite 3400 Chicago, IL 60611
 Fax to: (312) 467-1806 Email to: exhibits@adha.net

Questions? Phone: (312) 440-8900 Email: exhibits@adha.net



2016 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, May 4**. 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 11.
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 11.

TIPS FOR SUCCESS FROM PAST PARTICIPATING COMPANIES

1. Does the question outlined below meet the objectives you are trying to achieve to generating booth traffic?
2. Is this question open ended where it will inspire dialogue between attendees and your booth staff?
3. Ensure this information is included in your booth staff preparation training for the show so they are aware of the question that was provided and know your company is participating in this traffic driver.

Yes, our company would like to participate in the **Trivia Game** during EXHIBITS 2016.

Exhibiting
Co. Name: _____ Contact: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Question: _____ Answer: _____

Please be sure that your company representative is prepared to answer the question listed above.

- 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, May 4** to: Fax: (312) 467-1806 or Email: exhibits@adha.net

PITTSBURGH'S HEADQUARTERS FOR Live Plant Rentals

For your special event, theme party, trade show, graduation or wedding. We'll do everything to make your event stand out.



Create instant excitement and warmth. A lush garden, a tropical jungle, or other moods. We rent plants and trees, table & floor plants, and flowering plants. We help you plan and design, then we deliver, install and remove.



2' to 3' Plants



5' to 6' Plants



Boston Fern



Mums



Kalanchoes

Delivery & installation priced separately.
Prices are for a one-day rental.

GREEN PLANTS

		QUANTITY	TOTAL PRICE
2' to 3' Plants	\$15.00		
5' to 6' Plants	\$40.00		

SMALL PLANTS

Prices are for a one-day rental.

		QUANTITY	TOTAL PRICE
Boston Fern	\$25.00		

FLOWERING PLANTS

*Order in cases of 8 pots, one color per case or a random assortment. Colors vary by season, check for availability. Prices are for a one-day rental.

		QUANTITY	TOTAL PRICE
Mums 6" Pot Size w/ green pot cover unless otherwise specified.	\$12.50 per plant*		
Kalanchoes 6" Pot Size w/ green pot cover unless otherwise specified.	\$12.50 per plant*		

Subtotal A

Delivery Charges*	Rental price \$100-\$250 Delivery Charge = \$50 Rental price \$251-\$500 Delivery Charge = \$75 Rental price \$501-\$750 Delivery Charge = \$125	DELIVERY CHARGE
Extra Day Charges	30% of Subtotal A for each additional day. <input type="text"/> X <input type="text"/> = <input type="text"/>	TOTAL EXTRA DAY CHARGE
5+ Days Watering Charge	For rentals of 5 or more days, a \$50 charge will incur for a technician to come water the plants.	\$50 WATERING CHARGE

Subtotal B

Tax

TOTAL



3101 Liberty Avenue, Pittsburgh, PA 15201
Fax 412-281-4775 www.plantscape.com

Call
KATHY PROUDFOOT
Sales & Design Consultant
412.281.6352 ext 235
Fax 412.281.4775
kproudfoot@plantscape.com

BILLING INFORMATION

Exhibitor Name: _____ Phone: _____

Firm Name: _____ Fax: _____

Address: _____ PO#: _____

City, State, Zip: _____ E-mail: _____

SHOW NAME: _____ SHOW LOCATION: _____

SHOW DATES: _____ BOOTH #: _____

CONTACT NAME and CELL # ON SITE: _____

PAYMENT INFORMATION

Payment Type: American Express Visa Mastercard Check

Credit Card #: _____ Expiration Date: _____ Sec. Code: _____

Name on Card: _____

If paying by check, please remit payment to **Plantscape, Inc.**, 3101 Liberty Avenue, Pittsburgh, PA 15201.

Minimum \$125.00 order. Rental price includes decorative black containers. Rental price is for one day. Rentals for 5 or more days will incur \$50.00 for a technician to come water the plants. **All orders must be paid in full prior to delivery.** (No adjustments will be made after the show closes.) All green plants are rental items and are the property of Plantscape, Inc. If tax-exempt, please fax your tax exempt certificate to 412-281-4775.

RENTAL AGREEMENT

This agreement, made this date _____ between Plantscape Inc. and (*client name*) _____.

In consideration of the payment in the amount of \$ _____, Plantscape Inc. will rent (*items*) _____

Plants are to be delivered (*date*) _____, and will be picked up (*date*) _____.

In the event of loss or damage to plants covered by this Agreement, resulting from circumstances beyond the control of Plantscape Inc., including but not limited to Acts of God, vandalism, fire, theft, or damage to plants resulting from the acts of persons other than Plantscape Inc. personnel, you agree that you will reimburse Plantscape Inc. for the wholesale cost of replacement if lost or damaged.

If this Agreement is satisfactory to you, we would appreciate your signing the acceptance below and returning the original of this Agreement to Plantscape Inc.

PLANTSCAPE INC.: _____

CUSTOMER SIGNATURE: _____

DATE: _____

2016 REQUEST FOR CUSTOM CLEANING SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)	
Daily Vacuum		\$ 0.25 / sq. ft.	\$ 0.30 / sq. ft.	\$	
Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5					
				Total Days Needed	
				Subtotal	\$
				Tax (7%)	\$
				Total <small>(Total Days x Daily Vacuum Cost + 7%)</small>	\$

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$51.00 / hr	\$
					\$51.00 / hr	\$
					\$51.00 / hr	\$
					\$51.00 / hr	\$
<i>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</i>					Subtotal	\$
					Tax (7%)	\$
					Total	\$

Total for all Custom Cleaning Services: \$

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2016
- A receipt for services is available upon request.

* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2016 REQUEST FOR ELECTRICAL SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service (Electrical outlets approximately 120/208 A.C. 60 Cycle)	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$129.50	\$157.00	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$270.50	\$346.00	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$484.50	\$644.50	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$638.00	\$812.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$500.00	\$680.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$902.00	\$1,218.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,258.50	\$1,677.00	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,040.50	\$1,196.00	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,300.00	\$1,494.00	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,842.00	\$2,118.50	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,202.50	\$2,533.00	\$
				Services Total	\$
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
				Subtotal	\$
				Tax (7%)	\$
				Total	\$

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 78.00	\$
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 112.50	\$
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 144.00	\$
<i>Note: Taxes are not required for labor electric services.</i>			Total	\$

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<i>Cable Service:</i>				
• Digital service with digital converter box		\$ 350.00	\$ 350.00	\$
<i>Electrical Equipment:</i>				
• Extension Cord: 3 wire, multi plug, does not include power		\$ 35.00	\$ 39.00	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 91.50	\$ 91.50	\$
			Subtotal	\$
			Tax (7%)	\$
			Total	\$

Total for all Electrical Services: \$

2016 REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event _____ Event Dates _____ Booth # _____

Company Name _____ Phone # _____ Fax # _____

TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For 24-hour power service, add an additional 50% to electrical service charge.
17. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
18. A receipt for services is available upon request.
19. Utility will be installed at the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2016

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2016 REQUEST FOR PLUMBING & COMPRESSED AIR



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

PLUMBING & COMPRESSED AIR:

Type of Service	Quantity	*Advance Rate	Standard Rate	Total
<i>Plumbing:</i>				
• Cold Water Potable (single outlet 3/4" female threaded connection)		\$218.50	\$269.00	\$
• Fill and Drain per 500 gallons		\$131.00	\$157.00	\$
• Drain Line Service Outlet, 1 1/2" max. size		\$172.50	\$219.50	\$
<i>Compressed Air:</i>				
• 3/4" female threaded connection - 85 PSI max		\$320.00	\$406.00	\$
• Number of connections (One connection included, labor charges will apply for additional connections)				
			Total	\$

*Utility will be installed to the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.*

LABOR

Plumbing or Compressed Air: (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
<i>Straight time:</i> M – F 8:00 AM - 4:30 PM (Except Holidays)			\$68.00	\$
<i>Overtime:</i> Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$97.00	\$
<i>Premium time:</i> Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$118.50	\$
			Total	\$

Attach floor plan for specific installation

Total for all Plumbing & Compressed Air Services: \$

2016 REQUEST FOR PLUMBING & COMPRESSED AIR [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event _____ Event Dates _____ Booth # _____

Company Name _____ Phone # _____ Fax # _____

TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. Change of orders after installation may be subject to plumbing labor charges. Minimum of 1/2 hour.
4. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
6. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
7. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
8. Utility will be installed at the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.
9. Under no circumstance should anyone other than a DLCC technician make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water and compressed air are limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. A receipt for services is available upon request.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2016

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2016 REQUEST FOR EXHIBIT SECURITY



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

SECURITY SERVICES

- Four (4) hour minimum required for each shift
- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out security guards at booth site
- Security call will be scheduled with unarmed, uniformed personnel.
- If security is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

SCHEDULE INFORMATION:

Date	Start Time AM / PM	End Time AM / PM	Total Hours	*Advance Rate	Standard Rate	On-Site Rate	Total
				\$30.00	\$35.00	\$40.00	\$
				\$30.00	\$35.00	\$40.00	\$
Total							\$

On-site contact: (print)

Contact mobile #:

POLICE SERVICES

- Four (4) hour minimum required for each shift
- All police calls are based on scheduled start and end time. If shift ends early, police are billed based on original schedule.
- 48 hours minimum notice to ensure availability
- All individual police details will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out police at booth site
- Police call will be scheduled with armed, uniformed personnel.
- If police is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Police services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

SCHEDULE INFORMATION:

Date	Start Time AM / PM	End Time AM / PM	Total Hrs.	*Advance Rate	Standard / On-Site Rate	Total
				\$46.50	\$53.00	\$
				\$46.50	\$53.00	\$
Total						\$

On-site contact: (print)

Contact mobile #:

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2016
- * In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102
 Fax: (412) 325-6009, exhibitorservices@pittsburghhcc.com



RAISE THE BAR

DAVID L. LAWRENCE
CONVENTION CENTER

BOOTH CATERING MENU



David L. Lawrence
Convention Center

Levy Restaurants

BOOTH CATERING INFORMATION

FOOD ORDERING

Our sales team is available from 9am to 5pm Eastern Standard Time, Monday through Friday, to assist you with your food and beverage selections. Please contact our catering department for additional information:

Shannon Seydor

Phone: 412.325.6194

Fax: 412.325.6190

Email: sseydor@pittsburghcc.com

Nina Cornacchione

Phone: 412.325.6182

Fax: 412.325.6190

Email: ncornacchione@pittsburghcc.com

Rachel Metzler

Phone: 412.325.6162

Fax: 412.325.6190

Email: rmetzler@pittsburghcc.com

GUIDELINES

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the David L. Lawrence Convention Center. To follow, are some general guidelines to get you started with your event planning process. We look forward to working with you on your upcoming show.

1. All food and beverages served within the exhibit halls must be ordered through Levy Restaurants, exclusive caterer at the David L. Lawrence Convention Center.
2. No food or beverages will be permitted to be brought into the convention center by any exhibitor or any other entity without prior written authorization by Levy Restaurants. This includes product samples. Please see attached Sampling Policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.
3. No food or beverage is permitted to be sold in any capacity on the show floor. Please contact Levy Restaurants for sub contractor information if applicable.
4. Order form and service contract must be received no later than two weeks prior to show dates to ensure confirmation. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
5. If food order is less than \$50.00 per order, a \$25.00 delivery fee will be charged.
6. Food service functions sheets, catering agreement, a confirmation number and the total amount due will be sent to you. Once received, the paperwork must be signed and sent back to our offices via email or fax. Please contact our office if you do not receive confirmation of your services.
7. Full payment (by company check or credit card) must be received no later than one week prior to the start of services. All replenishment orders during the show must be guaranteed by a credit card; any balance of charges due will be billed to the credit card unless payment is received prior to the end of the show.
8. Any changes for the next day must be made by 3pm the previous day. Cancellations require a 72 hour notice or full charges will be incurred.
9. We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and services are regulated by the Pennsylvania Liquor Control Board. Levy Restaurants, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.** Applicable alcohol taxes will be applied to your order.
10. The exhibitor is responsible for supplying any electrical power needed for food service equipment through the convention center.



MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

TRADITIONAL CONTINENTAL BREAKFAST

- Orange and cranberry juices
 - Sweet butter and fresh fruit preserves
 - A selection of seasonal fruits and berries
 - Coffee and an assortment of hot teas
 - Breakfast breads and muffin tops
- 12.95 per person

ASSORTMENT OF MUFFINS

With fruit preserves and whipped butter 38.00 per dozen

DELI-STYLE BAGELS

With fruit preserves, whipped butter and cream cheese 32.00 per dozen

ASSORTED DANISH AND BREAKFAST BREADS

With fruit preserves and whipped butter 40.00 per dozen

ASSORTED DONUTS

32.00 per dozen

FRESH SLICED FRUIT

5.25 per person

MARKET WHOLE FRUIT

The best of the season! Apples, bananas and local seasonal picks 3.95 per piece

INDIVIDUAL LOW-FAT FRUIT YOGURTS

3.95 each

GRANOLA/BREAKFAST BARS

2.50 each

FRESHLY BREWED COFFEE/DECAF

45.00 per gallon

HOT TEA

36.00 per gallon

ASSORTED JUICE

36.00 per gallon

ICED TEA

36.00 per gallon

LEMONADE

36.00 per gallon

CANNED SODA

3.00 each

BOTTLED WATER

3.00 each

BOTTLED JUICE

3.75 each

HUMMUS TRIO

Traditional chickpea, white bean and edamame hummus with crispy pita 6.95 per person

CRUNCHY VEGETABLE CHIPS

Served with lemon tarragon dip 6.95 per person

SEASONAL SLICED FRESH FRUIT PLATTER

Served with strawberry yogurt sauce 6.95 per person

B1

GARDEN FRESH SEASONAL CRUDITÉS

Individually presented with buttermilk ranch dipping sauce — great on the go! 5.95 each

THE CHEESE BOARD

A sampling of domestic and imported gourmet cheeses, served with assorted crackers 6.95 per person

ASIAN CRUDITÉS

Wok-seared spicy edamame dusted with Togarashi salt, black sesame cucumbers, gingered daikon and carrots, served with wasabi ranch and crispy wontons 8.95 per person

JUMBO PRETZEL BRAID

Served warm with chipotle mustard, apple mustard and yellow mustard 5.95 each

A SELECTION OF ENERGY BARS

6.95 per person

MARKET WHOLE FRUIT

The best of the season! Apples, bananas and local seasonal picks 3.95 per piece

INDIVIDUAL LOW-FAT FRUIT YOGURTS

3.95 each

FRUTA CUPS

Individually presented slices of select fruits with chili salt and fresh lime — a refreshing snack with a kick! 6.95 each

BLACK AND GOLD TORTILLA CHIPS

Roasted corn and black bean salsa with fresh cilantro and lime 8.00 per person

FRESHLY BAKED BROWNIES AND BLONDIES

32.00 per dozen

BLACK AND GOLD SWEET SHOTS

Chocolate and banana pudding topped with crushed Oreos 3.00 each

FRESHLY BAKED GIANT BLACK AND GOLD WHOOPIE PIES

5.00 each

KLONDIKE BARS

3.00 each

FRESHLY BAKED COOKIES

30.00 per dozen

FRESHLY BAKED BROWNIES

32.00 per dozen

GOURMET DESSERT BARS

34.00 per dozen

PRETZELS

12.00 per pound

CHIPS

12.00 per pound

GOURMET MIXED NUTS

20.00 per pound

INDIVIDUALLY BAGGED CHIPS/PRETZELS

2.50 per bag

CHOOSE 1 SANDWICH:

- Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli
- Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese
- Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese
- Ham and Swiss on Pretzel Bread
- “ZLT” Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto

EACH LUNCH INCLUDES:

- Whole Fruit
- Pasta Salad – grilled zucchini, red onions and red peppers in parsley vinaigrette
- Bag of Kettle-Style Chips
- Fresh Baked Cookie
- Bottled Water

A great option for the grab and go lunch! 19.95 per person

Let your guests pack their favorites! Please select from the following options:

SALADS

- Italian Chop Salad 10.00 each
- Chinese Chicken Salad 10.00 each
- Spinach and Arugula with Roasted Fennel 8.00 each

SANDWICHES

- Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli 10.00 each
- Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese 11.00 each
- Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese 10.00 each
- Ham and Swiss on Pretzel Bread 10.00 each
- “ZLT” Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto 10.00 each

SIDES

- Pasta Salad
- Kettle-Style Potato Chips
- Pommery Mustard and Bacon Potato Salad
- Dill Potato Salad
- Southern Coleslaw
- Caprese Salad
- Marinated Olives
- Artichoke Salad

All sides are 2.50 each

SWEETS

- Fresh Baked Chocolate Chip Cookie
- Fruit Salad
- Whoopie Pie

All desserts are 3.25 each

BEVERAGES

- Bottled Water
- Canned Soda

All beverages are 3.00 each

*Build a perfect reception from a variety of gourmet to classic signature dishes.
Minimum order of 50 pieces per item.*

HOT-PRESSED PERFECTION

- Our Signature “Hot Dog” Panini – Jack Cheese, caramelized onion and ground mustard 3.00 per piece
 - Cuban Press Sandwich – roast pork, ham, Swiss cheese and spicy pickles 3.50 per piece
 - Four Cheese Tomato Melt – traditional sourdough 2.50 per piece
- HOT-PRESSED SANDWICH SAMPLER 8.75 includes one of each

RETRO MINIS — CLASSIC FAVORITES!

- Beef Wellington Bites – horseradish cream 4.00 per piece
 - Housemade Corned Beef Reuben – Gruyère cheese and Louie dressing 4.00 per piece
 - Chicken Cordon Blue – pit ham and blue cheese sauce 3.00 per piece
- RETRO SAMPLER 10.75 includes one of each

STUFFED MUSHROOMS

- Fennel sausage and garlic bread crumbs 3.50 per piece
 - Spinach and Parmesan risotto 3.00 per piece
 - Lump crab with lemon aioli 4.50 per piece
- STUFFED MUSHROOM SAMPLER 10.75 includes one of each

SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 3.00 per piece
 - Sizzling Short Rib – Thai peanut sauce 4.00 per piece
 - Coconut Curry Chicken – mango chutney 3.00 per piece
 - Basil-Garlic Shrimp – chili lime mint sauce 4.00 per piece
- SATAY SAMPLER 13.75 includes one of each

MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman’s Wharf-Style – lemon horseradish cocktail sauce 4.50 per piece
 - Bayou-Blackened – rémoulade sauce 4.50 per piece
 - Pesto-Marinated – lemon aioli 4.50 per piece
- SHRIMP SHOOTER SAMPLER 13.25 includes one of each

MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 3.00 per piece
 - Firehouse Burger – bacon and barbecue sauce 3.50 per piece
 - Gourmet Burger – truffle aioli and Gruyère cheese 3.50 per piece
- MINI BURGER SAMPLER 9.75 includes one of each

GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – artisan olive oil 2.00 per piece
 - Whipped Ricotta – olive salad 2.50 per piece
 - Beef Carpaccio – garlic aioli and Parmesan 3.00 per piece
- CROSTINI SAMPLER 7.25 includes one of each

QUESADILLAS

- House-smoked Brisket and Cheddar Cheese – avocado crema 3.00 per piece
 - Ancho Chicken and Jack Cheese – salsa verde 3.00 per piece
 - Baby Spinach and Mushroom – pico de gallo 3.00 per piece
- QUESADILLAS SAMPLER 8.75 includes one of each

HAND-CRAFTED MINI SLIDERS

- Slow-roasted Prime Rib – smoked Cheddar, caramelized onions and barbecue sauce 4.00 per piece
 - Breaded Chicken Parmesan – marinara and fresh Mozzarella 3.50 per piece
 - Homemade Meatloaf – crispy onions and sautéed wild mushrooms 4.00 per piece
- SLIDER SAMPLER 11.25 includes one of each

BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted.

HOSTED DELUXE BAR

COCKTAILS 6.75 per drink

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Rémy Martin VS, Martini & Rossi Dry and Sweet Vermouth

WINES BY THE GLASS 7.00 per glass

IMPORTED BEER 5.50 each

DOMESTIC BEER 5.00 each

BOTTLED WATER 3.00 each

SOFT DRINKS 3.00 each

JUICES 3.75 each

HOSTED PREMIUM BAR

COCKTAILS 6.25 per drink

Featuring Smirnoff, Beefeater, Dewar's, Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold, Christian Brothers Brandy, Martini & Rossi Dry and Sweet Vermouth

WINES BY THE GLASS 6.50 per glass

IMPORTED BEER 5.50 each

DOMESTIC BEER 5.00 each

BOTTLED WATER 3.00 each

SOFT DRINKS 3.00 each

JUICES 3.75 each

CASH BAR OPTIONS ARE AVAILABLE — MINIMUM SALE APPLIES TO ALL CASH BARS

BARTENDER REQUIRED - 125.00 PER 3 HOUR MINIMUM

CASE SELECTIONS

(4 case minimum)

DOMESTIC 96.00 per case

IMPORTED 108.00 per case

SPECIALTY BEER AVAILABLE UPON REQUEST

BARTENDER REQUIRED - 125.00 PER 3 HOUR MINIMUM

NO ALCOHOL IS PERMITTED TO BE BROUGHT IN OR REMOVED FROM THE PREMISES.

TRAFFIC PROMOTERS

ICE CREAM FREEZER

Rental 150.00 per day

ASSORTED ICE CREAM BARS 5.00 each

ATTENDANT 125.00 FOR 3 HOURS

SMOOTHIE BLENDS

Strawberry banana, melon, blueberry and mixed berry smoothies 5.95 per person

ATTENDANT 125.00 FOR 3 HOURS

FRESHLY BAKED COOKIES AND MILK

Freshly baked cookies served warm with ice-cold milk 7.95 per person

CHURROS AND MEXICAN HOT CHOCOLATE BAR

Accompanied by warm churros with cinnamon sugar, whipped cream and chocolate sauce 9.95 per person

ATTENDANT 125.00 FOR 3 HOURS

WATER SERVICE

WATER COOLER

100.00 per day

WATER JUGS

50.00 each

WATER ENHANCEMENTS

Sliced lemon, lime, cucumber and oranges

Crystal Light packets 2.00 per person

PERSONALIZED SERVICE

BOOTH ATTENDANT

125.00 3 hour minimum

CHEF ATTENDANT

125.00 3 hour minimum

BARTENDER (REQUIRED FOR ALL ALCOHOL SERVICE)

125.00 3 hour minimum

ORDERING INFORMATION

Remit all orders to:

LEVY RESTAURANTS AT DAVID L. LAWRENCE CONVENTION CENTER

Shannon Seydor

Phone: 412.325.6194

Fax: 412.325.6190

Email: sseydor@pittsburghcc.com

Nina Cornacchione

Phone: 412.325.6182

Fax: 412.325.6190

Email: ncornacchione@pittsburghcc.com

Rachel Metzler

Phone: 412.325.6162

Fax: 412.325.6190

Email: rmetzler@pittsburghcc.com

Company : _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

Cell Phone: _____

Email: _____

FOOD & BEVERAGE ORDER NEEDED FOR

Day of the Week: _____

Date of Event: _____

Person Ordering: _____

Other Authorized Signatures: _____

Booth Number: _____

Number of Guests: _____

Delivery Time: _____

Clean-Up Time: _____

Levy Restaurants

ORDERING INFORMATION

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL</u>

SUB TOTAL: _____

Delivery and Set-Up..... 20% Administrative Charge
plus 7.00% sales tax

TOTAL: _____

CREDIT CARD INFORMATION

MasterCard: _____ Visa: _____ Amex: _____ Discover: _____

Credit Card Number : _____

Card Holder: _____

Expiration: _____ Security Code: _____

Authorized Signature: _____



SAMPLING POLICY

For additional information, please contact your Catering Sales Manager
Shannon Seydor sseydor@pittsburghcc.com 412.325.6194
Nina Cornacchione ncornacchione@pittsburghcc.com 412.325.6182
or Rachel Metzler rmetzler@pittsburghcc.com 412.325.6162

Levy Restaurants retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center, including concessions and the sale of alcoholic and non-alcoholic beverages. All food and beverage that is not part of a sampling must be contracted through Levy Restaurants. Please see your Catering Manager for menus and ordering procedures.

SAMPLING OF FOOD AND NON-ALCOHOLIC BEVERAGES

Sponsoring organizations and/or their exhibitors may freely distribute packaged sample food and/or beverage only upon written authorization from Levy Restaurants using the attached Authorization Request Form.

Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

Food samples should be bite-sized and beverages are limited to a 4 oz. portion.

Any exhibitor giving away packaged or unpackaged food or beverage products will be fully responsible for any and all liabilities that may result from consumption of their products.

TASTINGS OF ALCOHOLIC BEVERAGES

A) Alcoholic Beverage Tastings

Any exhibitor requesting product tastings of alcoholic beverages **must receive permission from Levy Restaurants** and be properly registered with the Pennsylvania Liquor Control Board. Product tastings are for market research and the purpose of educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representatives, distributors, importing distributors or retail licensees provided they adhere to the following:

1. Products used are legally procured, properly registered and tax paid.
2. There is no purchase requirement with the tasting.
3. There is no cooperative advertising associated with the event.
4. Wine and spirits manufacturers or their agents must be registered pursuant to PLCB Regulations.
5. No more than one standard size alcoholic beverage of each product shall be provided to each tasting participant.

A Levy Restaurant bartender is required for tastings of spirits, beers, alcoholic ciders or wines. Tasting sizes are limited to 1/2 oz. of spirits and one ounce of wine, alcoholic ciders and beers. Alcoholic beverages will only be served to persons 21 years of age or older and will be served according to the Levy Restaurants Alcoholic Beverage Service Policy. Each booth must provide a visible sign, stating: Guests must be 21 years of age to participate in sampling of alcoholic beverages and a picture I.D. is required.

SAMPLING POLICY

B) Limited Winery Exposition Permits

Any exhibitor requesting sampling of wine or alcoholic ciders under a Limited Winery Exposition Permit **must receive permission from Levy Restaurants**, be registered with the Pennsylvania Liquor Control Board as a Limited Winery and have a valid Limited Winery Exposition Permit. Expositions qualifying for this permit are held with the primary intent of educating those in attendance of the availability, nature and quality of Pennsylvania-produced wines and alcoholic ciders in conjunction with suitable food displays, demonstrations and sales. Holders of a Limited Winery Exposition Permit may engage in the sale of wines and alcoholic ciders by the bottle or case lot and may provide tasting samples which may be sold or offered free of charge.

A Levy Restaurant bartender is not required with a Limited Winery Exposition Permit. Samples are limited to one ounce of wine or alcoholic ciders and are only to be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: Guests must be 21 years of age to participate in sampling of alcoholic beverages and a picture I.D. is required. ***The area under the control of the exhibitor must be clearly marked by visible signs or temporary barriers clearly delineating the area covered by the special permit. Exhibitor must ensure that no sample or open container leaves their designated area of control. The special permittee is liable for any violations of the Liquor Code and the Board's regulations occurring at the location used by the permittee.***

The exhibitor must provide a copy of the PLCB Limited Winery Exposition Permit to Levy Restaurants at least three weeks prior to scheduled show dates.

The exhibitor must submit an insurance certificate \$1,000,000.00 in liability insurance naming The Sports and Exhibitions Authority, SMG and Levy Restaurants as additional insured at least three weeks prior to scheduled show dates.

AUTHORIZATION REQUEST FORM

For additional information, please contact your Catering Sales Manager
Shannon Seydor sseydor@pittsburghcc.com 412.325.6194,
Nina Cornacchione ncornacchione@pittsburghcc.com 412.325.6182
or Rachel Metzler rmetzler@pittsburghcc.com 412.325.6162

Levy Restaurants retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy Restaurants. ***This policy is strictly enforced. Violations will result in products being removed from show floor.***

Please complete this form and receive authorization to distribute food or beverages not purchased through Levy Restaurants.

Name of Show/Event: _____

Event Date(s): _____

Company Name/Booth Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone Number: _____

Fax Number: _____ Email Address: _____

On-site Contact (if different from above): _____

Signature: _____ Date: _____

Products you wish to distribute: _____

Size portion to be dispensed: _____ Anticipated Qty: _____

Reason for offering samples: _____

Additional Comments: _____

If you do not meet the conditions required to sample distribution, corkage service fees will be quoted. Any such fees must be paid in advance of the show. All food and beverage distribution must receive advance approval from Levy Restaurants.

This policy is strictly enforced. Exhibitors who do not comply will be asked to remove items from the facility. Please return to Levy Restaurants catering department at least two weeks prior to the start of the show.

Approved: _____

Catering Manager

Approved: _____

General Manager

Levy Restaurants