SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high flax and burgundy back drape, 36" high flax side dividers, 2 - side chairs, 1 - wastebasket, 1 - black booth carpet, 1 - 500 watt electrical outlet and a 7" x 44" one-line identification sign. Please note: Each 10' x 10' booth will have a choice of either a 6' or 8' table draped burgundy. To receive your table(s) you must complete the table size selection order form indicating your choice of table or if we don’t receive your booth table size selection it will default to a 6 foot table. The table size selection order form needs to be submitted to Freeman by the order deadline date of January 12, 2015.

EXHIBIT HALL CARPET
The exhibit booths will be set with black carpet and the aisles will be carpeted in red pepper.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by January 12, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ
Monday February 02, 2015 1:00 PM - 7:00 PM
Tuesday February 03, 2015 8:00 AM - 2:00 PM

EXHIBIT HOURS
Tuesday February 03, 2015 6:00 PM - 8:00 PM
Wednesday February 04, 2015 10:00 AM - 5:00 PM
Thursday February 05, 2015 10:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ
Thursday February 05, 2015 4:00 PM - 8:00 PM
Friday February 06, 2015 8:00 AM - 12:00 PM

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

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Friday, February 06, 2015 at 12:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, February 06, 2015 at 10:00 AM.

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

**FREEMAN**
901 E South St
Anaheim, CA 92805
(714) 254-3410 fax (469) 621-5607
FreemanAnaheimES@freemanco.com

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

**FREEMAN ONLINE®**
*Take advantage of discount pricing by ordering online at www.freemanco.com/store by January 12, 2015.* Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth # __________

**NBAA SCHEDULERS & DISPATCHERS CONFERENCE**

C/O FREEMAN
245 S SPRUCE AVE, SUITE 100
S SAN FRANCISCO, CA 94080

Freeman will accept crated, boxed or skidded materials beginning Friday, January 02, 2015, at the above address. Material arriving after January 26, 2015 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth # __________

**NBAA SCHEDULERS & DISPATCHERS CONFERENCE**

C/O FREEMAN
SAN JOSE CONVENTION CENTER
150 W SAN CARLOS ST
SAN JOSE, CA 95110

Freeman will receive shipments at the exhibit facility beginning Monday, February 02, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

ADDITIONAL SHOW INFORMATION
Note: All warehouse shipments prior to 8:00 AM and inbound show site shipments after 4:30 PM during move-in and outbound shipments after 4:30 PM during move-out will be assessed overtime charges.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (714) 254-3410.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (714) 254-3410 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by January 12, 2015.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman's Exhibitor Services department at (714) 254-3410 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.
NAME OF SHOW: ________________________________
COMPANY NAME ______________________________________________________________
BOOTH #: _______________________
CONTACT NAME: ______________________________________________________
PHONE #: _______________________
E-MAIL ADDRESS _______________________________________________________________________________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

Each 10' x 10' booth will be set with 8' high flax and burgundy back drape, 36" high flax side dividers, 2 - side chairs, 1 - wastebasket, 1 - black booth carpet, 1 - 500 watt electrical outlet and a 7" x 44" one-line identification sign. Please note: Each 10' x 10' booth will have a choice of either a 6' or 8' table draped burgundy. To receive your table(s) you must complete the table size selection order form indicating your choice of table or if we don't receive your booth table size selection it will default to a 6 foot table. The table size selection order form needs to be submitted to Freeman by the order deadline date of January 12, 2015.

PLEASE NOTE: Please complete the Table Size Selection Form no later than January 12, 2015 indicating size preference. If the form is not returned by January 12, 2015, a 6' table will be provided.

*Please indicate the size table you require below:

☐ 1 – 6' Burgundy Draped Table (30" high)

☐ 1 – 8' Burgundy Draped Table (30" high)

PLEASE NOTE:
• It is not permitted to give package items to another exhibitor.
• NO SUBSTITUTIONS. Any changes to the above package will be at the cost of the exhibitor.

All materials and equipment are on a rental basis.
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, non-toxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.
SAN FRANCISCO BAY AREA

FIRE SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED WITHIN THE FACILITY

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

2. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.

8. COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

9. ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed amphere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL ELECTRICAL CONTRACTOR. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.

12. ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard walled booths must have power supplies dropped within the booth.

13. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.

14. AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.

15. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates are not to be used as exhibit supports.

16. MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. All storage must be clear of electric cables or junction boxes.

17. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building.
NAME OF SHOW: NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

COMPANY NAME:  

ADDRESS:  

CITY/STATE/ZIP:  

PHONE:  

EXT.:  

FAX #:  

SIGNATURE:  PRINT NAME:  

CONTACT’S E-MAIL:  

E-MAIL FOR INVOICE:  

Check if you are a new Freeman customer 

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

Please make check payable to: Freeman

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 (401617) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.:  

EXP. DATE:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

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

TELL US WHAT YOU THINK

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

http://feedback.freemanco.com/?401617

02/12 (401617)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

**EXHIBITOR NAME:** (PLEASE PRINT)

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**EXHIBITING COMPANY INFORMATION**

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

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

**THIRD PARTY COMPANY INFORMATION**

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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
- [ ] MASTER CARD
- [ ] VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

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NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

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FREEMAN third party authorization

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02/12 (401617)
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

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

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or unpackaged materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpentered wood, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk.

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

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s Booth at Show Site or before they have been picked up for reloading at the conclusion of the event. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor 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.

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 or Exhibitor’s shipping mask and Exhibitor or Exhibitor’s carrier is responsible for charges relating to such rerouting and handling. No event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than business days from the date upon which damage is first discovered. Freeman reserves the right to reject any claim not submitted within the time period specified. Freeman reserves the right to inspect any damaged materials submitted for the purposes of any claims. Freeman’s liability shall be limited to the actual amount paid by Freeman to the insurance company or other third party contractor for such claims.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any portion thereof, from Freeman for any services rendered or against 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 Exhibitors materials and equipment shall be limited to the lesser of: (i) the amount actually paid by Freeman to the insurance company or other third party contractor for such claims; or (ii) a per shipment maximum liability of $4.50 (USD) per square foot of space; or (iii) a maximum of $150,000.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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 ANY 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 and its employees, directors, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition or during the exhibit and the show, and the unauthorized alteration, or negligent handling of Freeman’s equipment; Exhibitor’s violation of Federal, State, County or Local ordinances; and/or Exhibitor’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation, insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all of 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 of a secured party under the Uniform Commercial Code as the same 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 Collateral not sold at public sale may be sold privately. All notices required to be given under the UCC shall be sent to Exhibitor at Exhibitor’s address as set forth on Exhibit A.

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 disclaimer 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 AND CONSENT TO INVOLVING IN THIS ACTIVITY 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, ASSIGNED 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.

Freeman REV 4.12
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

For payment of charge, 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. All claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge FREEMAN for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

Freeman REV 4.12
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.

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

EXHIBIT TRANSPORTATION

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

- 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

TIPS FOR EASY ORDERING

Complete the following items on this form:

PICKUP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

NBAA SCHEDULERS & DISPATCHERS CONFERENCE

C/O: FREEMAN

245 S SPRUCE AVE, SUITE 100

S SAN FRANCISCO, CA 94080

MUST BE DELIVERED BY JANUARY 26, 2015

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

NBAA SCHEDULERS & DISPATCHERS CONFERENCE

C/O: FREEMAN

SAN JOSE CONVENTION CENTER

150 W SAN CARLOS ST

SAN JOSE, CA 95110

CANNOT BE DELIVERED BEFORE FEBRUARY 02, 2015

OUTBOUND SHIPPING

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

Ship to address:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Number of Labels:

FAX THIS COMPLETED FORM TO:

(469) 621-5810

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

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

09/11

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

NAME OF SHOW: NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including its predecessors in interest by merger or otherwise. “Package” means any article or group of articles for whom the property is being transported, and includes its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including its predecessors in interest by merger or otherwise. “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 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 to the following conditions regarding the transportation of the Property by Freeman'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, unless any condition precedent thereto has been satisfied. The property shall be loaded into the container only if the container has been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or portion of the Property is not delivered 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. Freeman shall not be responsible for damages arising from causes of a character not within its control, including, but not limited to, fire, flood, storm, lightning, wind, hurricane, riot, civil commotion or disturbance, terrorism, act of war or any other cause of an event which occurs after the Property is loaded into the container by Freeman and before the property is delivered to the owner or consignee. Freeman shall not be responsible for any delays in the transportation of the Property caused by causes beyond its control, including, but not limited to, road closures, accidents, weather, acts of God, strikes, lockouts, or other similar events.

4. PACKAGING AND CRATES. Shipper's property must be well packed for safe and secure handling, and must be suitably crushed, boxed, wrapped, and adequately protected. Freeman reserves the right, but shall not be required, to make any repairs or improvements as Freeman may deem necessary to render the property safe for transportation. Freeman shall not assume any responsibility or liability for Freeman's repair or improvement of the Property or any part thereof. Any repairs, improvements, or other enhancements made by Freeman may not necesitate any repair or improvement of the Property or any part thereof. Freeman's repair or improvement of the Property or any part thereof may not necessitate any repair or improvement of the Property or any part thereof.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without refrigeration. It is the responsibility of the owner or consignee, as applicable, to ensure that the Property is properly handled and protected. Freeman shall not be responsible for any perishable goods that are not properly handled and protected.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman’s liability shall then be governed by the following:

(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 of the refusal or mistake. If, in the consignee's judgment, the refusal or mistake is justified, Freeman shall have the right to store the Property at the expense and without liability to Freeman.

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

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman’s attempted first notification, Freeman will attempt to issue a second and final notification. Such notification shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman shall be authorized to make the disposition of the Property authorized by law.

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 or damaged, Freeman is only responsible to replace the property. Shipper’s MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF INSURANCE. If Shipper makes a declaration or insurance, the maximum liability of Freeman is the amount of insurance declared.

9. DEFINITION OF “FAIR MARKET VALUE”. Freeman makes a declaration of value for the property at the property’s fair market value at the location of the property as determined by Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property. Claims made more than nine (9) months after delivery may be denied. Claims for damage to property other than the property itself cannot exceed the declared value or the actual cost of replacing the property. Claims must be filed in writing within nine (9) months after the date of delivery of the property. Claims made more than nine (9) months after delivery may be denied. Claims for damage to property other than the property itself cannot exceed the declared value or the actual cost of replacing the property.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost or damaged, Freeman’s liability is limited to the applicable maximum covered by the program at the time of shipping.

Freeman Rev. 4.12
AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or negotiable and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed to have been prepared by Shipper. Any disputes shall apply to our agents and employees of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and, unless otherwise specified, shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and, unless otherwise specified, this Air Service Request and Shipping Instruction Contract shall be deemed an AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

1. DEFINITIONS.

In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom Shipper arranges, transported, and/or transacted in the stated transactions, consignee, and subcontractors. The term "Freeman," means any person, firm, or entity acting as the consignee for transportation of property by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods 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 constitute a final and complete agreement regarding transportation and carriage of property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman shall cease when and if 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 remaining provisions of this Contract shall be in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT IS LIMITED.

Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be held responsible for events or occurrences which are beyond its control, including (by way of illustration, but not limited to), any loss or damage due to extremist violence, terrorist acts, or other criminal acts.

4. PACKAGING AND CRATES.

Shipper's property shall be well packaged for safe and secure handling. The package shall be sufficiently strong and securely closed, packed, and labeled. The packaging and labeling shall be of a design to protect the goods against transportation, handling, and the elements, and to identify the consignor, consignee, and other relevant information.

5. REFUSED SHIPMENTS.

If the Consignee refuses the shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Freeman, Freeman may not be considered responsible or liable for any such occurrence.

6. LIMITATION OF SHIPPER'S RECOVERABLE DAMAGES.

Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELY, INCORRECT OR OTHERWISE INADEQUATE DELIVERY OR INABILITY TO FOLLOW SHIPPER'S INSTRUCTIONS OR FAILURE TO COLLECT OR PAY FREIGHT CHARGES OR FOR ANY DAMAGES FOR DELAYS OR DELAYS IN DELIVERY OR DELIVERY OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER, IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTIALLY BY AIR AND UTILIZES AN ALTERNATE ROUTE, đại bao dựa vào sự kiện, không phải để tiêu phục vụ, và/hoặc, hoặc sự kiện, không phải để tiêu phục vụ. Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $5.00 PER POUND (11.0 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 IN WRITING OF THE VALUE, IF LESS THAN THE LIMITATION OF LIABILITY, FOR WHICH SHIPPER MAYchooser RESPONSIBILITY FOR CLAIMS, if there be any, shall be not represented in a manner which may not be recoverable.

7. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT IS LIMITED.

Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be held responsible for events or occurrences which are beyond its control, including (by way of illustration, but not limited to), any loss or damage due to extremist violence, terrorist acts, or other criminal acts.

8. CLAIMS.

If a claim is made with respect to the delivery of the shipment, the claim shall be made in writing to Freeman within one hundred (100) days after receipt of the shipment from Freeman.

9. DISPUTE RESOLUTION.

Disputes arising out of or in any way related to this Contract, its performance or non-performance, or damages allegedly resulting from same shall be submitted to binding arbitration in accordance with the rules of the American Arbitration Association. The arbitration award shall be final and binding on the parties. The American Arbitration Association shall apply. If binding arbitration is unavailable under the rules of the American Arbitration Association, then the parties may agree in writing to pursue the dispute by litigation in a court of competent jurisdiction in Dallas County, Texas. ATTACHMENTS:

Shipper warrants the accuracy of the weight and dimension data furnished in this. 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; or deviate or rescind the instructions. The property shall remain 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 the Freeman to control the transportation and all matters related to payment for the shipment.

Freeman REV.4.12
**WHAT ARE FREIGHT SERVICES?**

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

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

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

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

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

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

**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

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.
**NAME OF SHOW:**

**COMPANY NAME: **

**CONTACT NAME: **

**PHONE #: **

**E-MAIL ADDRESS: **

For Assistance, please call 714-254-3410 to speak with one of our experts.

**MATERIAL HANDLING SERVICES**

**CRAFED:**

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. For this show only Federal Express, Airborne Express, DHL are included in this category.

**SPECIAL HANDLING:**

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload.

**UNCRATED:**

Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**STRAIGHT TIME:**

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

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

All day Saturday, Sunday, and Holidays

**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. 

Note: All warehouse shipments prior to 8:00 AM and inbound show site shipments after 4:30 PM during move-in and outbound shipments after 4:30 PM during move-out will be assessed overtime charges.

**RANGE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>100 lb. minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment Delivered on or Before JANUARY 26, 2015 (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$88.00</td>
<td>$88.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$114.50</td>
<td>$114.50</td>
</tr>
<tr>
<td>Show Site Shipment Deliver Only on FEBRUARY 2, 2015 (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$98.00</td>
<td>$98.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$127.50</td>
<td>$127.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$147.00</td>
<td>$147.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**ADDITIONAL SURCHARGES:**

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

**TIPS TO SAVE ON MATERIAL HANDLING**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Separate Shipments</td>
<td>60 lbs. charged @ 200 lbs.</td>
<td>$98.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>52 lbs. charged @ 200 lbs.</td>
<td>$98.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>65 lbs. charged @ 200 lbs.</td>
<td>$98.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store
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.
<table>
<thead>
<tr>
<th>TO:</th>
<th>EXHIBITOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O: FREEMAN</td>
<td>SAN JOSE CONVENTION CENTER</td>
</tr>
<tr>
<td></td>
<td>150 W SAN CARLOS ST</td>
</tr>
<tr>
<td></td>
<td>SAN JOSE, CA 95110</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SHOW SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT: NBAA SCHEDULERS &amp; DISPATCHERS CONFERENCE</td>
</tr>
<tr>
<td>BOOTH NO: _______ NO. _____ OF _____ PCS</td>
</tr>
</tbody>
</table>

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<th>SHOW SITE</th>
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</table>

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PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE
HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO
REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

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

NAME OF SHOW: NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

COMPANY NAME: 

BOOTH #: 

BOOTH SIZE: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

Please check desired method of shipment below

Freeman Exhibit Transportation

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

☐ OTHER COMMON CARRIER _________________

☐ OTHER VAN LINE _________________

☐ OTHER AIR FREIGHT _________________

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _________________

Desired number of labels: _________________

05/10 (401617)
seating

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

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

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

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

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

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

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

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
executive chair
Black Tweed
28"W 25"L 45"H – N71044

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

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

black diamond side chair
21"W 23"L 32"H – N71089

black diamond armchair
20"W 21"L 33"H – N71090

For ideas on furniture pairings, go to www.freemanco.com.
Soho Bistro Table

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

casey padded stool
Black or Gray Fabric
20"W 21.5"L 42.5"H – C210112

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

signature loveseat
Black
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair
Black
33"W 35"L 33"H – N71093

lounge seating

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

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

cherry cocktail table
19"W 36"L 17"H – N72026

cherry end table
20"W 20"L 20"H – N72027

For ideas on furniture pairings, go to www.freemanco.com.
metro series

Black

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

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

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

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

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

stUDIO series

black end table
17"W 17"L 18"H – C115104

black cocktail table
36"W 20"L 15"H – C115103

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

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

milano table
42"W 84"L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

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

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

luna table
36"W 72"L 29"H
Black Top with Black Base – N72094

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

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

bookcase
12"W 36"D 72"H
Cherry – N74065
Oak – N74075

office series
Cherry or Oak

five-foot desk
30"W 60"L 30"H
Cherry – N74061
Oak – N74071

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

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

<table>
<thead>
<tr>
<th>tables (30” height)</th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>C130330</td>
<td>C130430</td>
<td>C130630</td>
<td>C130830</td>
</tr>
<tr>
<td>Draped on fourth side</td>
<td>C131330</td>
<td>C131430</td>
<td>C131630</td>
<td>C131830</td>
</tr>
<tr>
<td>Undraped</td>
<td>C131330</td>
<td>C131430</td>
<td>C131630</td>
<td>C131830</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>counters (42” height)</th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>C130342</td>
<td>C130442</td>
<td>C130642</td>
<td>C130842</td>
</tr>
<tr>
<td>Draped on fourth side</td>
<td>C131342</td>
<td>C131442</td>
<td>C131642</td>
<td>C131842</td>
</tr>
<tr>
<td>Undraped</td>
<td>C131342</td>
<td>C131442</td>
<td>C131642</td>
<td>C131842</td>
</tr>
</tbody>
</table>

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

12” small
12’W 12’L 42’H – N75030

18” medium
18’W 18’L 36’H – N75031

24” large
24’W 24’L 42’H – N75032

display cylinders
Black

low
30’W 15’H – N75020

medium
18’W 20’H – N75021

high
24’W 36’H – N75022

orion computer kiosk
Black

28’L 28’D 40.5’H – N75079

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

display counter
Black

24’W 49’L 42’H – N72056

For ideas on furniture pairings, go to www.freemanco.com.
accessories

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

a. **chrome stanchion with 8' retractable belt**
   42"H – C220121

b. **chrome sign holder**
   Holds 22"x 28" sign – C220118

c. **round literature rack**
   17"W 17"L 57"H – N750135
   Revolving black display holds printed materials for easy access from 20 pockets.

d. **flat literature rack**
   10"W 55"H – N750136
   Forward-facing black display presents printed materials in six pockets.

e. **chrome coat tree**
   C220109

f. **chrome easel**
   C220134

g. **chrome bag rack**
   C220110

h. **contempo trash receptacle**
   8"W 24"H
   *Black – N75053
   *Aluminum – N75054

**wastebasket**
   Wastebasket color may vary.
   C220107

**corrugated wastebasket**
   C220106

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
**small refrigerator***
19"W 19"L 34"H – N75057

**file cabinet with lock**
Standard Size

**two-drawer**
15"W 29"L 28"H – N74082

**four-drawer**
15"W 29"L 50"H – N74081

**table lamp***
Black
25"H – N75052

**floor-standing bulletin board**
48"W 96"L 78"H – C10201484

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

*Note: Electrical power must be ordered separately.*
## FURNISHINGS

### CHAIRS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N71092</td>
<td>Diva Counter Stool</td>
<td>152.25</td>
<td>167.50</td>
<td>213.15</td>
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<tr>
<td></td>
<td>N71091</td>
<td>Diva Chair</td>
<td>226.00</td>
<td>248.60</td>
<td>316.40</td>
<td></td>
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<tr>
<td></td>
<td>N71044</td>
<td>Diplomat Chair</td>
<td>252.00</td>
<td>277.20</td>
<td>352.80</td>
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<tr>
<td></td>
<td>N71038</td>
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### Tables

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FreemanAnaheimES@freemanco.com

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<td>C150614 Single Step Riser 6'L x 14&quot;H</td>
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### TOTAL COST

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For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

lisbon

Chair
Black Leather
40”L 36”D 34”H – 81011

Loveseat
Black Leather
64”L 36”D 34”H – 8303

Sofa
Black Leather
88”L 36”D 34”H – 8302

newport

Loveseat
Charcoal Leather
54”L 34”D 33”H – 8308

Armless Chair
Charcoal Leather
24”L 34”D 33”H – 8109

Corner Chair
Charcoal Leather
34”L 34”D 33”H – 81010

possible configurations:

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

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

---

**sofa**  
Platinum Suede  
69”L 29”D 33”H – 8301

**ottoman**  
Platinum Suede  
25”L 31”D 18”H – 8151

---

**key west**

---

**loveseat**  
Black Fabric  
57”L 35”D 33”H – 8307

**sofa**  
Black Fabric  
85”L 35”D 33”H – 8306

**tub chair**  
Black Fabric  
31”L 31”D 31”H – 8103

---

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

**allegro**

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

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

**marrakesh**

**chair**
*Beige Fabric*
34"L 37"D 38"H – 810808

**sofa**
*Beige Fabric*
83"L 36"D 29"H – 83062

**memphis**

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

**sofa (compact)**
*Black Fabric*
55"L 31"D 28"H – 83064

**roma**

**chair**
*White Vinyl*
37"L 31"D 33"H – 81020

**sofa**
*White Vinyl*
78"L 31"D 33"H – 83016
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

**square ottoman**

<table>
<thead>
<tr>
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<th>Style</th>
<th>Dimensions</th>
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**half round ottoman**

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<td>72”L 36”D 17”H</td>
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**bench ottoman**

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<td>60”L 24”D 17”H</td>
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<td>White</td>
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**leather cube**

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<td>17”L 17”D 18”H</td>
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<td>White</td>
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**edge LED cube**

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<td>High Density Plastic</td>
<td>81526</td>
<td>20”L 20”D 20”H</td>
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Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).
ottomans

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

meeting chair (espresso)
Bonded Leather/Wood Legs
25.5”L 23.5”D 34”H – 810835

meeting chair (taupe)
Microfiber/Wood Legs
25.5”L 23.5”D 34”H – 810836

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

**t-vac chair**  
Translucent/Chrome Legs  
25”L 23”D 30”H – 8101

**globus occasional chair**  
White Vinyl/Chrome Base  
28”L 26”D 28”H – 810819

**razor armless chair**  
High Density Plastic  
15.38”L 15.5”D 30.5”H – 810837

**panton chair**  
White Plastic  
20”L 24”D 33”H – 81017

**berlin stack chair**  
White & Red Plastic/Chrome – 810811  
White & Black Plastic/Chrome – 810810  
18”L 22”D 32”H
**occasional chairs**

**ICE side chair**  
*Transparent/Chrome Legs*  
17.25”L 20”D 32”H – 810814

**fusion chair (black/white)**  
*White/Black High Density Plastic*  
19”L 21”D 32”H – 810838

**jetson chair**  
*Black Vinyl/Black Steel*  
19”L 18”D 31”H – 810702

**new york chair**  
*Onyx/Maple Wood/Chrome*  
23”L 32”D 33”H – 81090

**iso mesh pull-up chair**  
*Black Vinyl/Black Steel*  
26”L 24”D 38”H – 810707
conference chairs

luxor executive chair
Black Leather
27”L 28”D 47”H
Adjustable – 810807

flex chair
Black Plastic/Chrome
24”L 22”D 31”H – 81018

tilt executive chair
Onyx Fabric
26”L 25”D 34”H – 81075

luxor executive chair
Black Leather
27”L 28”D 47”H
Adjustable – 810807

altura conference/guest chair
Black Fabric/Black Steel
25”L 20”D 34”H – 81063

flex chair
Black Plastic/Chrome
24”L 22”D 31”H – 81018

altura junior executive chair
Black Fabric
25”L 25”D 37”H
Adjustable – 81073

perth highback chair
Black Leather/Chrome
23”L 21”D 43”H
Adjustable – 810813

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

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

**possible configurations:**

**ohio barstool**
Grey Fabric/Chrome – 810100
Red Fabric/Chrome – 810101
Black Fabric/Chrome – 810102
18”Round 31”H Adjustable

**banana barstool**
White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21”L 22”D 30”H

Tables in coordinating colors are available upon request.

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

**shark swivel barstool**  
White Plastic/Chrome  
22”L 19”D 34-44”H  
Adjustable – 810202

**oslo barstool**  
Blue Plastic/Chrome – 810200  
White Plastic/Chrome – 810201  
17”L 20”D 30”H

**zoey barstool**  
Vinyl/Chrome  
15”L 17”D 31-35”H – 810834

**gin barstool**  
Maple Wood/Chrome  
16”L 16”D 29”H – 810505

**jetson barstool**  
Black Vinyl/Black Steel  
18”L 19”D 29”H – 810706

**ICE barstool**  
Transparent/Chrome Legs  
16.75”L 16”D 37.75”H – 810815

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

silverado end table
Tempered Glass/Painted Steel
24” Round 22”H – 82015

silverado table
Tempered Glass/Painted Steel
36” Round 17”H – 82014

inspiration end table
Tempered Glass/Painted Steel
24”L 28”D 22”H – 82023

inspiration table
Tempered Glass/Painted Steel
42”L 28”D 18”H – 82022

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

**geo end table**
Glass/Black Steel – 82025  
Glass/Chrome – 82035  
26”L 26”D 20”H

**geo table**
Glass/Black Steel – 82024  
Glass/Chrome – 82034  
50”L 22”D 16”H

**sydney end table**
Black Laminate/Brushed Steel – 82054  
White Laminate/Brushed Steel – 82055  
27”L 23”D 22”H

**sydney table**
Black Laminate/Brushed Steel – 82052  
White Laminate/Brushed Steel – 82053  
48”L 24”D 18”H

**edge LED lighted table**
White Plastic/Clear Acrylic  
20”L 20”D 20”H – 82057

**candy table**
White Plastic/Black Laminated  
18”L 18”D 18”H – 82056
Conference 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 with Grommets)**
Laminate/Metal
72” L 26” D 30” H – 82058
72” L 26” D 42” H – 82059

**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

**Manhattan Table**
Glass/Black Steel
42” Round 29” H – 82033

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

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

**locking door pedestal**
*Black Laminate  
24"L 24"D 42"H – 85078*

**refrigerators**

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

**lighting**

**mason table lamp***
*White/Brushed Silver  
16"D Round 26"H – 850707*

**mason floor lamp***
*White/Brushed Silver  
18"D Round 55"H – 850708*

*Electrical power must be ordered separately.
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### SEATING
#### Lisbon Group - Black Leather
- 81011 Chair .................................................. 668.55 735.40 935.95
- 8303 Loveseat .................................................. 898.60 988.45 1,258.05
- 8302 Sofa .......................................................... 997.70 1,097.45 1,396.80
#### Newport Group - Charcoal Leather
- 8308 Loveseat .................................................. 909.10 1,000.00 1,272.75
- 8109 Armless Chair .............................................. 516.75 568.45 723.45
- 81010 Corner Chair ............................................. 603.30 663.65 844.60
#### South Beach Group - Platinum Suede
- 8301 Sofa ......................................................... 875.35 962.90 1,225.50
- 8151 Ottoman ...................................................... 381.70 419.85 534.40
#### Key West Group - Black Fabric
- 8307 Loveseat ...................................................... 710.80 781.90 995.10
- 8306 Sofa ............................................................. 788.85 867.75 1,104.40
- 8103 Tub Chair .................................................... 548.40 603.25 767.75
#### Allegro Group - Blue Fabric
- 81019 Chair .......................................................... 690.20 759.20 966.30
- 83015 Sofa ........................................................... 1,101.60 1,211.75 1,542.25
#### Marrakesh Group - Beige Fabric
- 810808 Chair ....................................................... 592.70 651.95 829.80
- 83062 Sofa ........................................................... 833.10 916.40 1,166.35
#### Memphis Group - Black Fabric
- 810812 Chair .......................................................... 606.35 667.00 848.90
- 83064 Sofa (compact) ............................................. 845.05 929.55 1,183.05
#### Roma Group - White Vinyl
- 81020 Chair ........................................................... 771.80 849.00 1,080.50
- 83016 Sofa ............................................................. 1,183.20 1,301.50 1,656.50

### CASUAL SEATING
#### Ottomans
- 8154 Square - Black Leather ........................................ 421.85 464.05 590.60
- 8152 Square - White Leather ........................................ 421.85 464.05 590.60
- 8155 Bench - Black Leather ......................................... 525.20 577.70 735.30
- 8153 Bench - White Leather ......................................... 525.20 577.70 735.30
- 81513 Half Round - Black Leather .................................. 548.40 603.25 767.75
- 81514 Half Round - White Leather .................................. 548.40 603.25 767.75
#### Cubes
- 81518 Vibe - Blue Vinyl ............................................. 151.80 167.00 212.50
- 81520 Vibe - Pink Vinyl ............................................. 151.80 167.00 212.50
- 81519 Vibe - Red Vinyl ............................................. 151.80 167.00 212.50
- 81517 Vibe - Yellow Vinyl .......................................... 151.80 167.00 212.50
- 81525 Vibe - Orange Vinyl .......................................... 151.80 167.00 212.50
- 81511 Leather Cube - White Leather ............................... 151.80 167.00 212.50
- 81512 Leather Cube - Black Leather ............................... 151.80 167.00 212.50
- 81526 Edge LED Cube ................................................ 340.30 374.35 476.40
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<td>Panton Chair - Plastic</td>
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<td>Jetson Chair - Black Vinyl/Black Steel</td>
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<td>Luxor Executive Chair - Black Leather</td>
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<td>Tir Executive Chair - Onyx Fabric</td>
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<td>Flex Chair - Black Plastic/Chrome</td>
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<td>Altura Conference/Guest Chair - Black Fabric/Black Steel</td>
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<td>Perth Highback Chair - Black Leather/Chrome</td>
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<td>Altura Junior Executive Chair - Black Fabric</td>
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<td>810844</td>
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<td>Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs</td>
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<td>2,657.75</td>
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**CASUAL SEATING**

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NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

CONTACT NAME:  PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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PRODUCT DISPLAYS, TABLET STANDS AND MORE

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For fast, easy ordering, go to www.freemanco.com/store before JANUARY 12, 2015.
NAME OF SHOW: NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015
COMPANY NAME __________________________ BOOTH #: __________________
CONTACT NAME: ________________________________________________________
PHONE #: __________________________
E-MAIL ADDRESS ____________________________________________________________________________________________
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ONLINE PRICE
DEADLINE DATE
JANUARY 12, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

---

FREEMAN ACCESSORIES

TICKET TUMBLER
Brass finish table top model, 23”h x 20”w x 18”d.

SAFETY CONTAINER
82”h x 44”w x 48”d
Chrome 7-way waterfall. Chrome 24” x 96”-Prices are per Panel.

GRID PANELS

BALLOT BOX
White Only
12” x 12” Square.

FISH BOWL
Water & Goldfish not included.

PERFBOARD HOOKS

PERFBOARD (push pins cannot be used)

Vertical-1½”x8½”
37”x 86” of usable surface per panel.
Vertical-1½”x6½”
18”x 86” of usable surface per panel.
Horizontal-90”x6½”
37”x 86” of usable surface per panel.

GARMENT RACKS

Garment Rack 2 Arm Waterfall
Chrome 2 Arm Waterfall
5’-6” Adjustable Chrome
Garment Rack 4 Arm Waterfall
Chrome 4 Arm Waterfall
5’-6” Adjustable Chrome

MISCELLANEOUS

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TOTAL COST

Sub-Total + Tax (8.75%) = TOTAL

(401617) 14-15 SF Primary CC-H 40
NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015
COMPANY NAME
CONTACT NAME:
E-MAIL ADDRESS
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**QUARTER VIEW**

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<td>84&quot;H x 70&quot;W x 18&quot;D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>101024</td>
<td>Wall (See Through)</td>
<td>523.30</td>
<td>575.65</td>
<td>732.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>84&quot;H x 70&quot;W x 19&quot;D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use diagram below to indicate the placement of showcase(s) within your booth space.

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

**DESIGNER LINE (FLOURESCENT)**


<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1012401</td>
<td>Half View 4'</td>
<td>488.15</td>
<td>523.30</td>
<td>683.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1012601</td>
<td>Half View 6'</td>
<td>488.15</td>
<td>523.30</td>
<td>683.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>101212</td>
<td>Half View 34&quot; Corner</td>
<td>523.30</td>
<td>575.65</td>
<td>732.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1012400</td>
<td>Quarter View 4'</td>
<td>488.15</td>
<td>523.30</td>
<td>683.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1012600</td>
<td>Quarter View 6'</td>
<td>488.15</td>
<td>523.30</td>
<td>683.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>101214</td>
<td>Quarter View 34&quot; Corner</td>
<td>523.30</td>
<td>575.65</td>
<td>732.60</td>
<td></td>
</tr>
</tbody>
</table>

Please take advantage of the Online Special price by ordering online at www.freemanco.com/store by JANUARY 12, 2015.

**TOTAL COST**

Sub-Total _______ + Tax (8.75%) _______ = TOTAL _______
When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according the manufacturers specifications

**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.

---

*Color(s) available in both 28 oz. and 40 oz.*

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

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

Questions?
Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.
Take advantage of the Online price by ordering at www.freemanco.com/store before JANUARY 12, 2015

**F R E E M A N**
901 E South St
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5607
FreemanAnaheimES@freemanco.com

NAME OF SHOW:  **NBA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015**

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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 Classic and Prestige carpets contain recycled content and are recyclable.

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

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$5.25</td>
<td>$5.80</td>
<td>$7.35</td>
<td></td>
</tr>
<tr>
<td>701 - 1200 sq. ft.</td>
<td>$4.65</td>
<td>$5.10</td>
<td>$6.50</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$4.50</td>
<td>$4.95</td>
<td>$6.30</td>
<td></td>
</tr>
<tr>
<td>701 - 1200 sq. ft.</td>
<td>$4.15</td>
<td>$4.55</td>
<td>$5.80</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per sq. ft.</td>
<td>$3.50</td>
<td>$3.85</td>
<td>$4.90</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Classic Carpet</td>
<td>$195.20</td>
<td>$214.70</td>
<td>$273.30</td>
<td></td>
</tr>
<tr>
<td>9' x 20' Classic Carpet</td>
<td>$390.40</td>
<td>$429.45</td>
<td>$546.55</td>
<td></td>
</tr>
<tr>
<td>9' x 30' Classic Carpet</td>
<td>$585.60</td>
<td>$644.15</td>
<td>$819.85</td>
<td></td>
</tr>
<tr>
<td>9' x 40' Classic Carpet</td>
<td>$780.80</td>
<td>$858.90</td>
<td>$1,093.10</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Carpet Padding</td>
<td>$94.50</td>
<td>$103.95</td>
<td>$132.30</td>
<td></td>
</tr>
<tr>
<td>9' x 20' Carpet Padding</td>
<td>$189.00</td>
<td>$207.90</td>
<td>$264.60</td>
<td></td>
</tr>
<tr>
<td>9' x 30' Carpet Padding</td>
<td>$283.50</td>
<td>$311.85</td>
<td>$396.90</td>
<td></td>
</tr>
<tr>
<td>9' x 40' Carpet Padding</td>
<td>$378.00</td>
<td>$415.80</td>
<td>$529.20</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.) (price per sq. ft.)</td>
<td>$1.05</td>
<td>$1.15</td>
<td>$1.45</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.) (price per sq. ft.)</td>
<td>$.95</td>
<td>$1.05</td>
<td>$1.35</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$.70</td>
<td>$.75</td>
<td>$1.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost**

Sub-Total + 8.75% Tax = Total Cost
NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

CLEANING SERVICES

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.55</td>
<td>.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.10</td>
<td>1.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.65</td>
<td>2.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

SHAMPOOING  (per sq ft - 100 sq ft minimum)

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.90</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>1.80</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>2.70</td>
<td>3.80</td>
<td></td>
</tr>
</tbody>
</table>

PORTER SERVICE  (per day)

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>140.30</td>
<td>196.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>172.85</td>
<td>242.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>206.00</td>
<td>288.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

\[ \text{Sub-Total} + \text{N/A} \times \text{Tax} = \text{Total Cost} \]
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
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.
Upgrades available for under $500

Slatwall & Shelves
Black Metal
Graphics & Custom Logo

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.

To view additional custom designs

Cabinets & Counters
Colored Panels

www.freemanco.com/customexhibits

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

<table>
<thead>
<tr>
<th>Package</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3,619.90</td>
<td>5,067.85</td>
<td>6,893.80</td>
<td>9,651.30</td>
<td>6,893.80</td>
<td>9,651.30</td>
<td>6,893.80</td>
<td>9,651.30</td>
</tr>
<tr>
<td>2</td>
<td>2,429.35</td>
<td>3,401.10</td>
<td>4,631.75</td>
<td>6,484.45</td>
<td>4,631.75</td>
<td>6,484.45</td>
<td>4,631.75</td>
<td>6,484.45</td>
</tr>
<tr>
<td>3</td>
<td>2,971.30</td>
<td>4,159.80</td>
<td>5,661.45</td>
<td>7,926.05</td>
<td>5,661.45</td>
<td>7,926.05</td>
<td>5,661.45</td>
<td>7,926.05</td>
</tr>
<tr>
<td>4</td>
<td>2,755.25</td>
<td>3,857.35</td>
<td>5,251.00</td>
<td>7,351.40</td>
<td>5,251.00</td>
<td>7,351.40</td>
<td>5,251.00</td>
<td>7,351.40</td>
</tr>
<tr>
<td>5</td>
<td>2,499.65</td>
<td>3,648.80</td>
<td>4,765.35</td>
<td>6,955.15</td>
<td>4,765.35</td>
<td>6,955.15</td>
<td>4,765.35</td>
<td>6,955.15</td>
</tr>
<tr>
<td>6</td>
<td>2,606.30</td>
<td>3,648.80</td>
<td>4,967.95</td>
<td>6,955.15</td>
<td>4,967.95</td>
<td>6,955.15</td>
<td>4,967.95</td>
<td>6,955.15</td>
</tr>
</tbody>
</table>

**CARPET**

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

- Black
- Blue
- Gray
- Green
- Red
- Midnight Blue
- Plum
- Red Pepper
- Latte
- Tuxedo
- Green
- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Dark Green
- Font Type

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

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

**LIGHTING**

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

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

**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

Indicate exactly how you want your company name to appear:

**ENHANCE YOUR EXHIBIT**

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

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.
NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<table>
<thead>
<tr>
<th>LIGHT FIXTURES</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>172512 Arm Light</td>
<td>140.25</td>
<td>196.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>172514 4' Tracklight (3 lights)</td>
<td>364.65</td>
<td>510.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17252 Halogen Light</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CABINETS &amp; LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Gondolas</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIGHTS (use only on rentals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>16401 Single Light</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHELVES (use only on rentals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>174015 For 8½ x 11 Literature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CABINETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>17305 1M x ½M x 36' High</td>
</tr>
<tr>
<td>17306 1M x ½M x 42' High</td>
</tr>
<tr>
<td>17308 2M x ½M x 36' High</td>
</tr>
<tr>
<td>17309 2M x ½M x 42' High</td>
</tr>
<tr>
<td>173010 1M Radius x ½M x 36' High</td>
</tr>
<tr>
<td>173011 1M Radius x ½M x 42' High</td>
</tr>
<tr>
<td>(Radius Cabinets do not have doors)</td>
</tr>
</tbody>
</table>

Don't see what you need? Please call an Exhibitor Sales Specialist at (714) 254-3410.

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

**floor units**
- 8'H x 8'W Floor Standing Unit
- 8'H x 10'W Floor Standing Unit

**table top units**
- 40"H x 6'W Table Top Unit
- 40"H x 8'W Table Top Unit
Additional Fabric Panel Colors for Purchase Units Only:
- Plum
- Gray
- Red
- Black
- Blue
- Brown
- Red Pepper

* Other Colors Also Available for Purchase Units
  - Midnight Blue
  - Navy
  - Green
  - Gray
  - Gold
  - Gray
  - Plum
  - Red
  - White

Fabric Panel Colors for All Units:
- Black
- Gray
- Silver
- Blue
- Red
- Emerald

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

* Other Colors Also Available for Purchase Units
  - Midnight Blue
  - Navy
  - Green
  - Gray

Rental Units Include:
- Draped Table (select color below) - 1-Case
- Classic Carpet 9' X 10' (select color below) - One Time Installation & Dismantle
- 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:
- Header Identification Sign - (white with black text) Indicate copy below:

Table Drape:
- Plum
- Gray
- Red
- White

FLOOR UNIT

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

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

Fabric Panel Colors for All Units:
- Black
- Gray
- Silver
- Blue
- Red
- Emerald

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

* Other Colors Also Available for Purchase Units
- Midnight Blue
- Navy
- Green
- Gray

Table Drape:
- Black
- Blue
- Brown
- Dark Green
- Black
- Gray
- Plum
- Red
- White

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.

QUICK TIPS

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

Discount Price Deadline Date
January 12, 2015

Additional Fabric Panel Colors for Purchase Units Only:
- Plum
- Gray
- Red
- Black
- Blue
- Brown
- Red Pepper

* Other Colors Also Available for Purchase Units
  - Midnight Blue
  - Navy
  - Green
  - Gray

Rental Units Include:
- Draped Table (select color below) - 1-Case
- Classic Carpet 9' X 10' (select color below) - One Time Installation & Dismantle
- 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:
- Header Identification Sign - (white with black text) Indicate copy below:

Table Drape:
- Plum
- Gray
- Red
- White

FLOOR UNIT

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

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

Fabric Panel Colors for All Units:
- Black
- Gray
- Silver
- Blue
- Red
- Emerald

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

* Other Colors Also Available for Purchase Units
- Midnight Blue
- Navy
- Green
- Gray

Table Drape:
- Black
- Blue
- Brown
- Dark Green
- Black
- Gray
- Plum
- Red
- White

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.

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Orders in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.
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.
For fast, easy ordering, go to www.freemanco.com/store

**JANUARY 12, 2015**

**DISCOUNT PRICE DEADLINE DATE**

**JANUARY 12, 2015**

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

---

**NAME OF SHOW:**  **NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015**

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (714) 254-3410 to speak with one of our experts.

---

**DIARY GRAPHS**

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.

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

---

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>@</td>
<td>74.55</td>
<td>111.85</td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td>@</td>
<td>76.55</td>
<td>114.85</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>@</td>
<td>78.30</td>
<td>117.45</td>
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<tr>
<td>9” x 44”</td>
<td>@</td>
<td>83.00</td>
<td>124.50</td>
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<tr>
<td>11” x 14”</td>
<td>@</td>
<td>91.50</td>
<td>137.25</td>
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<td>14” x 22”</td>
<td>@</td>
<td>94.10</td>
<td>141.15</td>
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<td>14” x 44”</td>
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<td>116.10</td>
<td>174.15</td>
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</tr>
<tr>
<td>22” x 28”</td>
<td>@</td>
<td>117.90</td>
<td>176.85</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>@</td>
<td>142.40</td>
<td>213.60</td>
<td></td>
</tr>
<tr>
<td>20” x 60”</td>
<td>@</td>
<td>232.70</td>
<td>349.05</td>
<td></td>
</tr>
</tbody>
</table>

---

**FILE INFORMATION:**

**Application Name**

**Electronic File Name**

**PMS Colors**

**Backin Material:**

- Foamcore
- PVC
- Gatorfoam
- Ultra-Board
- Masonite
- Plexi
- Eco-Board
- Other

---

**LARGE DIGITAL GRAPHICS**

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

**File Information:**

**Application Name**

**Electronic File Name**

**PMS Colors**

**Backin Material:**

- Foamcore
- PVC
- Gatorfoam
- Ultra-Board
- Masonite
- Plexi
- Eco-Board
- Other

---

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

---

**LETTERING COLOR:**

**BACKGROUND COLOR:**

**VERTICAL**

**HORIZONTAL**

**USE YOUR JUDGMENT FOR SIGN LAYOUT**

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

---

01/13 (401617)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:
- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:
- 100 dpi resolution at full size of actual finished product

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

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

- Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (714) 254-3410 for assistance.
comprehensive capabilities
Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

one-stop solutions
Freeman’s exhibit specialists can deliver a range of services to fit any budget and both long and short-term usage goals.

- Design
- Fabrication
- Custom Graphics
- Lighting Effects
- Installation and Dismantling
- Shipping and Storage

design
For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

questions?
Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).
NAME OF SHOW: NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015  

COMPANY NAME: ___________________________  

CONTACT NAME: ___________________________  

E-MAIL ADDRESS: ___________________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the “Hanging Sign” order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.

### Square Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>3'</td>
<td>40'</td>
<td>$4,744.10</td>
<td>$7,116.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10'</td>
<td>4'</td>
<td>40'</td>
<td>$5,632.15</td>
<td>$8,484.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15' x 15'</td>
<td>3'</td>
<td>60'</td>
<td>$6,705.70</td>
<td>$10,058.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15' x 15'</td>
<td>4'</td>
<td>60'</td>
<td>$7,920.95</td>
<td>$11,881.45</td>
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</table>

### Rectangle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 15'</td>
<td>3'</td>
<td>50'</td>
<td>$5,975.85</td>
<td>$8,963.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 15'</td>
<td>4'</td>
<td>40'</td>
<td>$6,938.40</td>
<td>$10,407.60</td>
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<td></td>
</tr>
</tbody>
</table>

### Circle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Diameter</th>
<th>Height</th>
<th>Circumference</th>
<th>Discount Price</th>
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<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>31.42'</td>
<td>$4,188.95</td>
<td>$6,283.45</td>
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<tr>
<td>10'</td>
<td>4'</td>
<td>31.42'</td>
<td>$4,842.10</td>
<td>$7,263.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>47.12'</td>
<td>$5,903.80</td>
<td>$8,855.70</td>
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<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>47.12'</td>
<td>$6,835.60</td>
<td>$10,253.40</td>
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### Triangle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>3'</td>
<td>30'</td>
<td>$3,651.65</td>
<td>$5,477.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10'</td>
<td>4'</td>
<td>30'</td>
<td>$4,255.15</td>
<td>$6,382.75</td>
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<td></td>
</tr>
<tr>
<td>15' x 15'</td>
<td>3'</td>
<td>45'</td>
<td>$5,638.10</td>
<td>$8,457.15</td>
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</tr>
<tr>
<td>15' x 15'</td>
<td>4'</td>
<td>45'</td>
<td>$8,042.60</td>
<td>$12,063.90</td>
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<td></td>
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</table>

### Serpentine Signs

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<tr>
<th>Quantity</th>
<th>Length</th>
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<th>Double Sided</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>15'</td>
<td>3'</td>
<td>30'</td>
<td>$3,069.40</td>
<td>$4,604.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>30'</td>
<td>$3,847.70</td>
<td>$5,771.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>3'</td>
<td>40'</td>
<td>$4,615.35</td>
<td>$6,923.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>40'</td>
<td>$5,433.75</td>
<td>$8,150.65</td>
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<td></td>
</tr>
<tr>
<td>30'</td>
<td>3'</td>
<td>60'</td>
<td>$6,047.90</td>
<td>$9,071.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30'</td>
<td>4'</td>
<td>60'</td>
<td>$7,318.65</td>
<td>$10,978.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: _________________ x 8.75%(Tax) _________________ = _________________

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.
UNION JURISDICTIONS IN THE SAN FRANCISCO BAY AREA

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

DISPLAY LABOR
By definition, the installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Local 510 of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Center.

MATERIAL HANDLING
The Teamsters Union Local 2785 (and Local 287 for shows in San Jose) has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment - this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

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

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

SAFETY
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

IN GENERAL
Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union’s jurisdiction or practices must be directed to a FREEMAN management representative.
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.
NAME OF SHOW: NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

COMPANY NAME ___________________ BOOTH #: ________

CONTACT NAME: ___________________ PHONE #: ________

E-MAIL ADDRESS: ___________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$122.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$215.00</td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site
- Price is per person/per hour
- Start time guaranteed only at start of working day.
- Supervisor must check in at desk to pick up labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- There is a minimum one (1) hour charge for all labor orders. Labor thereafter is charged in half (1/2) hour increments.

INSTALLATION LABOR

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

Emergency contact: ___________________ Phone Number: ___________________

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

Supervisor will be: ___________________ Phone Number: ___________________

- 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: ___________________

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: ___________________

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

NAME OF SHOW: ________________________________________________________________________________________

COMPANY NAME ______________________________________________________ BOOTH #:_________________________

CONTACT NAME: ______________________________________________________ PHONE #: _________________________

E-MAIL ADDRESS: _______________________________________________________________________________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

DISPLAY  LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$122.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$215.00</td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site
- Price is per person/per hour
- Start time guaranteed only at start of working day.
- Supervisor must check in at desk to pick up labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- There is a minimum one (1) hour charge for all labor orders. Labor thereafter is charged in half (1/2) hour increments.

INSTALLATION LABOR

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

Emergency contact: ___________________ Phone Number: ___________________

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

Supervisor will be: ___________________ Phone Number: ___________________

- 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: ___________________

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.
NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

COMPANY NAME:  

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.
Deadline Date
January 12, 2015

Include the Freeman Method of Payment Form with your order.

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

Rigging Equipment and Labor (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price/Hour Advance</th>
<th>Price/Hour Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304050 Forklift w/operator up to 5,000 lbs ST</td>
<td>$212.50</td>
<td>$297.50</td>
</tr>
<tr>
<td>304051 Forklift w/operator up to 5,000 lbs OT</td>
<td>$331.00</td>
<td>$463.50</td>
</tr>
<tr>
<td>3040100 Forklift w/operator up to 10,000 lbs ST</td>
<td>$241.50</td>
<td>$338.25</td>
</tr>
<tr>
<td>3040101 Forklift w/operator up to 10,000 lbs OT</td>
<td>$360.00</td>
<td>$504.00</td>
</tr>
<tr>
<td>3040150 Forklift w/operator up to 15,000 lbs ST</td>
<td>$276.00</td>
<td>$386.50</td>
</tr>
<tr>
<td>3040151 Forklift w/operator up to 15,000 lbs OT</td>
<td>$394.50</td>
<td>$552.50</td>
</tr>
<tr>
<td>304040 Forklift w/operator 4-Stage ST</td>
<td>$302.50</td>
<td>$423.50</td>
</tr>
<tr>
<td>304041 Forklift w/operator 4-Stage OT</td>
<td>$421.00</td>
<td>$589.50</td>
</tr>
<tr>
<td>Rigging Labor*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3020200 Rigger Foreman ST</td>
<td>$148.50</td>
<td>$208.00</td>
</tr>
<tr>
<td>3020201 Rigger Foreman OT</td>
<td>$267.00</td>
<td>$374.00</td>
</tr>
<tr>
<td>3020100 Rigger ST</td>
<td>$134.50</td>
<td>$188.50</td>
</tr>
<tr>
<td>3020101 Rigger OT</td>
<td>$242.00</td>
<td>$339.00</td>
</tr>
<tr>
<td>3010100 Material Handler ST</td>
<td>$122.50</td>
<td>$171.50</td>
</tr>
<tr>
<td>3010101 Material Handler OT</td>
<td>$220.00</td>
<td>$308.00</td>
</tr>
</tbody>
</table>

*When moving or placing machinery, the applicable rate of a Rigger Foreman will be added to the Forklift charges.

Installation

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

Lift Capacity ___________________________ Height Required ___________________________

Tax N/A

Total

Dismantle

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

Lift Capacity ___________________________ Height Required ___________________________

Tax N/A

Total

Contact Name: ______________________________________________________ Phone #: _________________________
E-mail Address: ___________________________________________________________________________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

NBAA Schedulers & Dispatchers Conference / February 3-6, 2015
FREEMAN forklift / rigging labor

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

Name of Show: NBAA Schedulers & Dispatchers Conference / February 3-6, 2015
Company Name: ______________________________________________________ Booth #:_________________________
Contact Name: ______________________________________________________ Phone #: _________________________
E-mail Address: ___________________________________________________________________________________
INSTRUCTIONS:

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates.
- All electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

- Incomplete or missing information may delay your installation.

Type: 
- Cloth Banner  
- Metal  
- Wood  
- Other 

Shape: 
- Square  
- Circle  
- Rectangle  
- Triangle  
- Other 

Size: Height _____ Length _____ Width _____ Weight _____

- Is Electrical Required?  
  Yes  
  No

- Is Assembly Required?  
  Yes  
  No

- Is Your Sign Designed to Rotate?  
  Yes  
  No (initial in the applicable box above)

- Does Your Sign Require Motors or Truss?  
  Yes  
  No

  (initial if applicable)

  *See motors & truss form

Placement Diagram:

Submit a scaled floor plan indicating exact sign placement complete with dimensions, booth orientation and indicating surrounding aisle or booth numbers. Complete the Hanging Sign Placement Diagram OR if sign is centered, check here.

SPECIAL INSTRUCTIONS:

*Requested Install Date: ___________ Time: ___________

Installation Estimate Condor/Crew

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Requested Dismantle Date: ___________ Time: ___________

Dismantle Estimate Condor/Crew

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Requested dates & times are not guaranteed.

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- Freeman
- Exhibitor Personnel
- Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
The grid below may be printed to layout your hanging sign information for booths up to 40’ x 40’ or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

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

<table>
<thead>
<tr>
<th>Adjacent Aisle or Booth #</th>
<th>Number of feet in from TOP of exhibit space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjacent Aisle or Booth #</th>
<th>Number of feet in from BOTTOM of exhibit space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- □ 10’ x 10’ use 1 square = 1/4 ft
- □ 20’ x 20’ use 1 square = 1/2 ft
- □ 30’ x 30’ use 1 square = 3/4 ft
- □ 40’ x 40’ use 1 square = 1 ft
- □ Customize your grid __________ ft x __________ ft use 1 square = __________ foot
NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015

COMPANY NAME:

CONTACT NAME:  

PHONE #:

E-MAIL ADDRESS: 

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

MOTORS AND TRUSS

• ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
• ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
• The cost of Material Handling is included in the rates listed below.
• Please select a color for items indicated with *. If no color selection is made, black will be selected for you.
• Orders received after the deadline date will be charged the Standard Price.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter Ton Hoist</td>
<td>566.45</td>
<td>793.05</td>
<td>$ ____</td>
</tr>
<tr>
<td>Half Ton Hoist</td>
<td>566.45</td>
<td>793.05</td>
<td>$ ____</td>
</tr>
<tr>
<td>One Ton Hoist</td>
<td>591.15</td>
<td>827.60</td>
<td>$ ____</td>
</tr>
<tr>
<td>Rotating Motor</td>
<td>768.45</td>
<td>1,075.85</td>
<td>$ ____</td>
</tr>
<tr>
<td>12&quot; Box Truss (per foot)*</td>
<td>25.70</td>
<td>36.00</td>
<td>$ ____</td>
</tr>
<tr>
<td>12&quot; Corner Blocks*</td>
<td>88.60</td>
<td>124.05</td>
<td>$ ____</td>
</tr>
<tr>
<td>20.5&quot; Box Truss (per foot)*</td>
<td>33.60</td>
<td>47.05</td>
<td>$ ____</td>
</tr>
<tr>
<td>20.5&quot; Corner Blocks*</td>
<td>98.60</td>
<td>138.05</td>
<td>$ ____</td>
</tr>
</tbody>
</table>

Total for Equipment.......................................................... $ ____

* Select Color for Truss and Corner Blocks:  

☐ Black  ☐ Silver

(If a color choice is not indicated, black will be selected for you.)

Please indicate what you will be hanging with the above equipment:

_____ Hanging Sign

_____ Lighting Truss

_____ Combination of Both

Structural Integrity Statement Must Accompany Order
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____________________________________, the contracted exhibitor at the NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASSOCIATION, SAN JOSE CONVENTION CENTER, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: _______________________________ Booth #: ________

Authorized Signature: ___________________________________________

Printed Name: _______________________________ Date: __________

E-Mail: __________________________________________

Display House/Builder (if applicable): _______________________________

Authorized Signature: ___________________________________________

Printed Name: _______________________________ Date: __________

E-Mail: __________________________________________

Complete and return form to address listed at the top of this form.
INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:  NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015
COMPANY NAME: ________________________ BOOTH #: ________________________
CONTACT NAME: _________________________ PHONE #: ________________________
E-MAIL ADDRESS: ________________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

ELECTRICAL LABOR

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$131.50</td>
<td>$184.25</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$263.00</td>
<td>$368.25</td>
</tr>
<tr>
<td>Scissor Lift (labor not included)</td>
<td>$184.00</td>
<td></td>
</tr>
<tr>
<td>Boom Lift (labor not included)</td>
<td>$375.00</td>
<td></td>
</tr>
</tbody>
</table>

All lifts require labor to operate and a ground person in order to meet safety standards.

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

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

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

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

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

☐ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:
Complete Before: Date______ Time ______

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

PRINT NAME: ________________________
AUTHORIZED SIGNATURE: ________________________

☐ EXHIBITOR SUPERVISION (DO NOT PROCEED)

LABOR REQUEST

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

NAME OF ON-SITE CONTACT: ________________________

CELL PHONE: ________________________

Special Instructions: ________________________

BOOTH WORK:

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

☐ Distribution of electrical overhead (more than one drop location in your booth).
☐ Distribution of electrical through booth structure.
☐ Lighting requirements of 2000w or greater require labor to balance & distribute.
☐ Connection or hard wiring of all exhibitor equipment.
☐ Lighting used as spot or flood lights.
☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
☐ Wiring of overhead signs.
☐ Installation of electrical headers and/or light boxes.
☐ Other ________________________

PRINT NAME: ________________________
AUTHORIZED SIGNATURE: ________________________

SELECT WORK TYPE

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

(401617)
14-15 SF Primary CC-HR
ELECTRICAL INSTRUCTIONS

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

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

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

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

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

CANCELLATION POLICY

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan:

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

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

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
**ELECTRICAL SERVICES**

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We’ve answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

**How do I know how much power I need?**

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

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

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

**Do I need to order labor?**

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

**What is an electrical layout and why do I need one?**

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

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

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

**Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

**What is 24 hour power?**

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

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

**Where does the power come from?**

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

**Where will my power be located?**

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

**What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

**How many places will I have to plug in? How many things can I plug in?**

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

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

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

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

Will my floor work be completed before I arrive?

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

Labor and material charges apply.

When will my power be turned on?

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

Do I need lighting?

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

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

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

Do I need to order labor to plug in my lights or equipment?

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

How can I save money and frustration when ordering electrical services?

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

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

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

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

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

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

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

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

SHOW NAME _______________________________________________________
COMPANY NAME ___________________________________________________
DATES ______________________
BOOTH # __________________

<table>
<thead>
<tr>
<th>Adjacent Aisle or Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjacent Aisle or Booth #</td>
</tr>
<tr>
<td>Adjacent Aisle or Booth #</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Please place outlets in front corners of booth.
ISLAND BOOTHs

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

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

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

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

   ![Section of show floor plan](image)

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

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

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

Please feel free to contact our electrical specialists at FreemanES@freemanco.com with any additional questions.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Wattage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>30amp/208 volt/Single Phase</td>
</tr>
<tr>
<td>Imprinter for T-Shirts</td>
<td>2000</td>
</tr>
<tr>
<td>Iron</td>
<td>700-1100</td>
</tr>
<tr>
<td>Juicer - Single</td>
<td>500</td>
</tr>
<tr>
<td>Juicer - Double</td>
<td>1000</td>
</tr>
<tr>
<td>Laminator</td>
<td>2000</td>
</tr>
<tr>
<td>Lights with Freeman Rental Booths</td>
<td>200 each</td>
</tr>
<tr>
<td>Meat Slicer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Microwave Oven</td>
<td>500-2000</td>
</tr>
<tr>
<td>Mixer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Photocopier dependent upon size - may require 208 volt</td>
<td></td>
</tr>
<tr>
<td>Pizza Oven (small) 30amp/120 volt Special Connection</td>
<td>2000</td>
</tr>
<tr>
<td>Popcorn Maker</td>
<td>2000</td>
</tr>
<tr>
<td>Projector (dependent upon size)</td>
<td>1000</td>
</tr>
<tr>
<td>Refrigerator - Small</td>
<td>400</td>
</tr>
<tr>
<td>Refrigerator - Full Size</td>
<td>750</td>
</tr>
<tr>
<td>Sewing Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Steamer</td>
<td>2000</td>
</tr>
<tr>
<td>Stereo (amplifier)</td>
<td>100-500</td>
</tr>
<tr>
<td>Television</td>
<td>100-500</td>
</tr>
<tr>
<td>Toaster</td>
<td>1000</td>
</tr>
<tr>
<td>Toaster Oven</td>
<td>1500</td>
</tr>
<tr>
<td>Vacuum Cleaner</td>
<td>1500</td>
</tr>
<tr>
<td>VCR</td>
<td>100</td>
</tr>
<tr>
<td>Water Cooler - Cold Water</td>
<td>1000</td>
</tr>
<tr>
<td>Water Cooler - Hot/Cold Water</td>
<td>2000</td>
</tr>
</tbody>
</table>
NAME OF SHOW: **NBAA SCHEDULERS & DISPATCHERS CONFERENCE / FEBRUARY 3-6, 2015**

COMPANIES NAME: ___________________________  BOOTH #: ___________________________

CONTACT NAME: ___________________________  PHONE #: ___________________________

E-MAIL ADDRESS _______________________________________________________________________________________

For Assistance, please call 714-254-3410 to speak with one of our experts.

**NOTE:** Plumbing contractor will not be responsible for moisture, oil or water in air lines or loss of flow or drop in pressure in line to equipment. Exhibitors should supply their own filters, driers or other equipment for moisture control. Exhibitors are not allowed to provide their own air compressors.

**WATER**

| Service Charge for first water outlet at rear of booth (includes 1st 50 ft.) | 476.75 | 715.15 |
| Each additional water outlet within a booth | 359.00 | 538.50 |
| Additional Footage per foot (after 1st 50 ft.) | 6.95 | 10.45 |

To determine Volume Supply Line, please provide your connection size

**DRAINS**

| Service Charge for first drain outlet at rear of booth (includes 1st 50 ft.) | 476.75 | 715.15 |
| Each additional drain outlet within the same booth | 359.00 | 538.50 |
| Additional Footage per foot (after 1st 50 ft.) | 6.95 | 10.45 |

**FILL & DRAINS (Please order for each separate item/machine)**

| 0 - 200 Gallons | 198.25 | 297.40 |
| 201 - 400 Gallons | 293.50 | 440.25 |
| Each Additional 100 Gallons | 32.25 | 48.40 |

**GASES & MISCELLANEOUS EQUIPMENT**

Please call for an estimate and complete the following:

- Gas Type  ___________________________  $ ___________
- Equipment/Material  ___________________________  $ ___________

**LABOR RATES**

(1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.)

<table>
<thead>
<tr>
<th>Advance</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Straight Time</strong></td>
<td><strong>$ 122.50</strong></td>
</tr>
<tr>
<td>Monday - Friday, 8:00 am - 3:30 pm (Excluding Holidays)</td>
<td></td>
</tr>
<tr>
<td><strong>Overtime</strong></td>
<td><strong>$ 245.00</strong></td>
</tr>
<tr>
<td>Monday - Friday, 3:30 pm - 8:00 am All day Saturday, Sunday and Holidays</td>
<td></td>
</tr>
</tbody>
</table>

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.
PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman Electrical Services with full payment by Deadline Date.

2. Credit will not be given for connections installed and not used.

3. All material and equipment furnished by Freeman Electrical Services for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.

4. All equipment must comply with state and local safety codes.

5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.

6. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.

7. All equipment using water must have inlet and outlet properly tagged.

8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.

9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.

10. Service outlet size will be determined by the volume required.

11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.

12. All outlets will be installed on the floor at the backwall of booth.

13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.

15. All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.

16. Exhibitors are not allowed to bring air compressors on the show floor.

17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

18. Please call 714/254-3410 for gas requirements or for an estimate regarding labor or additional footage.

- Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- All electrical requirements must be ordered on the Electrical Rental Order Form.
COMPUTER & VIDEO EQUIPMENT ORDER FORM

ORDERING: To order audiovisual equipment for your booth, please fax this form.

PRICES: Listed rates are for the entire run of expo. Labor is a one time charge unless otherwise specified.

On-site cancellations will be charged at a rate of 50% of the rental amount.

DELIVERY: Equipment will be delivered at the time specified unless fork-lifts are still on the exhibit floor.

We strongly recommend installation to be as late as possible during move-in.

<table>
<thead>
<tr>
<th>EXHIBITOR INFORMATION</th>
<th>ON-SITE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name:</td>
<td>On Site Contact:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>Show Name:</td>
</tr>
<tr>
<td>City:</td>
<td>Booth:</td>
</tr>
<tr>
<td>State:</td>
<td>Delivery Date:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Time:</td>
</tr>
<tr>
<td>Ordered by:</td>
<td>Opening Date:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Time:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Removal Date:</td>
</tr>
<tr>
<td></td>
<td>Time:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>SHOW RATE</th>
<th>ON SITE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>SHOW RATE</th>
<th>ON SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONAL COMPUTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>DATA DISPLAY MONITORS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P4/1.6GHz 256MB Desktop</td>
<td>1</td>
<td>$275.00</td>
<td>$412.50</td>
<td>20&quot; Flat Screen LCD Monitor</td>
<td>1</td>
<td>$475.00</td>
<td>$712.50</td>
</tr>
<tr>
<td>P4/2.4GHz 256MB Desktop</td>
<td>1</td>
<td>$325.00</td>
<td>$487.50</td>
<td>40&quot; Flat Screen LCD Monitor</td>
<td>1</td>
<td>$900.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>LAPTOP COMPUTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td>**42&quot; Flat Screen LCD Monitor</td>
<td>1</td>
<td>$900.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>P3 / 1GHz/30gb/CDrw</td>
<td>1</td>
<td>$275.00</td>
<td>$412.50</td>
<td>60&quot; Plasma Display Monitor</td>
<td>1</td>
<td>$1,200.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>P4 / 2.4 GHz 512/40gb/CDrw</td>
<td>1</td>
<td>$325.00</td>
<td>$487.50</td>
<td>Universal Wall Mount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRINTERS &amp; PERIPHERALS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>LIGHTING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaserJet 4M or 5M</td>
<td>1</td>
<td>$225.00</td>
<td>$337.50</td>
<td>Ultimate Light Tree</td>
<td>1</td>
<td>$75.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Color Laser Printer</td>
<td>1</td>
<td>$675.00</td>
<td>$1,012.50</td>
<td>Source Four Leko 10°, 19°, 26°</td>
<td>1</td>
<td>$35.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Computer Speakers</td>
<td>1</td>
<td>$70.00</td>
<td>$105.00</td>
<td>Source Four Par</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DATA/VIDEO PROJECTION</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>VIDEO EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector XGA 3K</td>
<td>1</td>
<td>$900.00</td>
<td>$1,350.00</td>
<td>VHS Video Player</td>
<td>1</td>
<td>$125.00</td>
<td>$187.50</td>
</tr>
<tr>
<td>LCD Projector XGA 5K</td>
<td>1</td>
<td>$1,500.00</td>
<td>$2,250.00</td>
<td>DVD Player</td>
<td>1</td>
<td>$125.00</td>
<td>$187.50</td>
</tr>
<tr>
<td><strong>SCREENS &amp; STANDS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>AUDIO EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5', 6', or 8' Tripod Screen/skirt</td>
<td>1</td>
<td>$75.00</td>
<td>$112.50</td>
<td>Wireless UHF Hand Held/Lav</td>
<td>1</td>
<td>$450.00</td>
<td>$675.00</td>
</tr>
<tr>
<td>Safelock Projection Stand</td>
<td>1</td>
<td>$40.00</td>
<td>$60.00</td>
<td>Powered Speaker (each)</td>
<td>1</td>
<td>$480.00</td>
<td>$620.00</td>
</tr>
<tr>
<td>34&quot; or 54&quot; AV Cart w/Skirt</td>
<td>1</td>
<td>$40.00</td>
<td>$60.00</td>
<td>4 Channel Audio Mixer</td>
<td>1</td>
<td>$150.00</td>
<td>$225.00</td>
</tr>
</tbody>
</table>

PLEASE CALL FOR PRICING ON EQUIPMENT NOT LISTED

**PAYMENT INFORMATION**

Check Payable to VISUAL AIDS ELECTRONICS

VISA [ ]

MASTERCARD [ ]

AMEX [ ]

Credit Card Number

Cardholders Name (PRINT)

Billing Address

City

State

Zip

Authorized Signature

Phone Number

Authorized Signature

Equipment Subtotal

On-Site Charge (50%)

8.75% Sales Tax

Subtotal

22% Service Charge ($100 Minimum)

TOTAL AMOUNT DUE

$ -

$ -

$ -

$ -

$ -
**Sunborne Nursery - Plant Rental Options**

**Environmentally Friendly Options**

**Lady Palm (rhapis excelsa)** One of the best plants for removing indoor air pollutants and highly resistant to attack by most plant insects.

**Dracaena Janet Craig**
One of the best plants for removing indoor air pollutants, especially effective on the removal of Xylene.

The plants mentioned here are just a few of our environmentally friendly options. We will be happy to discuss other options that have many of the same great benefits.

**Bamboo Palm**
(Chamadorea seifrizii) One of the best plants for removing indoor air pollutants as well as offering exceptional atmospheric benefits. This palm is a top producer of much needed moisture into the indoor atmosphere, especially during winter months when heating systems dry the air.

**Fern, Boston**
Of the plants tested, it is the best for removing air pollutants, especially formaldehyde, and for adding humidity into the indoor environment.

**Spath**
Another top performer, possesses all of the qualities to make it one of the best indoor plants for removing air pollutants.

**Fern, Boston**
Of the plants tested, it is the best for removing air pollutants, especially formaldehyde, and for adding humidity into the indoor environment.

**Spath**
Another top performer, possesses all of the qualities to make it one of the best indoor plants for removing air pollutants.

**Environmentally friendly containers.** Please inquire about our optional PHOENIX container line, a recycled decorative container containing more than 80% post-consumer material by weight.

**Traditional Approach**

- Crude Oil or Natural Gas
- Oil Refinery
- Petrochemical Plant
- Virgin Plastic
- Molding and Finishing
- A Standard Planter

**The Phoenix Difference**

- Retired Office Equipment
- Recycling Facility
- Recycled Post-Consumer Plastic
- Molding and Finishing
- Phoenix™ Planters

The above images are intended to depict the general trail of materials from source to finished planters and are not intended to show all steps involved in the process.


Sunborne Nursery - Plant Rental Options

Large Floor Plants (Heights available from 3’-10’)

- 6' Kentia Palm
- 6' Lady Palm
- 5' Bamboo Palm
- 5' Dracaena
- 6' Ficus Column

Small Floor Plants (Heights in the 2.5’-3.5’ range)

- 3’ Aglo Maria
- 3’ Spath
- 3’ Dracaena Lemon Lime
- 3’ Croton
- 3’ Sansevieria

Table Top Plants (6”-18” in height)

- Fern Large and Small
- Pothos
- Spath
- Croton
- Aglo Silver Bay
- Dracaena Lemon Lime
- Aglo Maria
- Arboricola
We offer a wide selection of floral arrangements and welcome custom orders.
Show Name: NBAA SCHEDULERS & DISPATCHERS  
Show Location: SJCC  
Show Dates: FEBRUARY 3-6, 2015

Exhibitor Name: ______________________________________ Booth Representative: ________________________________
Firm, Billing Name: __________________________________ Purchase Order or Reference Number: __________________
Booth Number: ___________________ Credit Card #: ________________________________
Billing Address: ______________________________________ Expiration Date: ________________ (MC and VISA only)
City: __________________ State: ________ Zip: _______________ Name of Credit Card Holder as shown on card
Show Decorator: ______________________________________
Phone: __________________ Fax: __________________________ Authorized Signature: ________________________________
Cell: __________________________________________________ Email Address: ________________________________

Please return completed form with payment to: Sunborne Nursery 1150 Phelps St. San Francisco, CA 94124 or Fax 415-821-4471

---

**Green Plant Rental**  
(If not specifically requested, the green plants will come from a selection of Ficus, Palm, Dracena, Aglaonema or others)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Plant</th>
<th>Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' Plant</td>
<td></td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>4' Plant</td>
<td></td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>5' Plant</td>
<td></td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>6' Plant</td>
<td></td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td>7' Plant</td>
<td></td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>Table top Fern, Pothos or Ivy (6&quot; Pot)</td>
<td></td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Large Fern, Pothos or Ivy (8&quot; Pot)</td>
<td></td>
<td>20.00</td>
<td></td>
</tr>
</tbody>
</table>

**Flowering Plant Rental**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Chrysanthemum</th>
<th>Azalea</th>
<th>Anthurium</th>
<th>Bromeliad (Specify Color)</th>
<th>Orchids (Seasonal Assortment)</th>
<th>Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yellow</td>
<td>Red</td>
<td>White</td>
<td>Other*</td>
<td>White</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other*</td>
<td>Purple</td>
<td>22.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other*</td>
<td>Other*</td>
<td>20.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Asst’d*</td>
<td>Other*</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other*</td>
<td>30.00</td>
<td></td>
</tr>
</tbody>
</table>

**Fresh Cut Flower Designs and Orchid Arrangements**  
(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Arrange, Small</th>
<th>Price</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Starting at 65.00</td>
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<tr>
<td></td>
<td>Arrange, Medium</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Arrange, Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orchid Arrangements, 12&quot;-14&quot; Bowl</td>
<td>Starting at 65.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orchid Arrangements, 16&quot;-18&quot; Bowl</td>
<td>Starting at 85.00</td>
<td></td>
</tr>
</tbody>
</table>

Comments:       Subtotal ________________

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**Payment Policy:** All orders must be paid in full prior to delivery. No adjustments can be made after the closing of the show.

**Rental Policy:** All items are for rental use and remain property of Sunborne Nursery. Rental items that become damaged, broken or missing upon dismantle are the responsibility of the exhibitor and a fee will be charged. Show Pricing includes installation, decorative container with a moss topdressing, and removal. On rare occasions substitutions of like size and value may be necessary due to availability.

**Cancellation Policy:** Items canceled within 48 hours of scheduled move-in of the show will be charged at 50% of original order. Cancellations less than 24 hours will be charged at 75% of original order.
Sunborne’s Commitment to the Environment

It is Sunborne’s mission to operate our business with minimal environmental impact and help our customers do the same by offering green products and services to help them meet their sustainability needs and goals. Our green initiatives are focused on eliminating waste, creating efficiencies, offering environmental friendly products, and reducing our carbon footprint as described below:

- We reuse or recycle all of our incoming packaging materials including all paper sleeves, boxes, and pallets. We also encourage our customers to return to us any and all packaging.
- We are constantly reviewing and implementing environmentally friendly pest control procedures, including the use of different types of beneficial insects and non-chemical treatments.
- We utilize Global Positioning Systems to design truck routes, minimize miles traveled and maximize our on the road efficiency.
- Our consumption of fuel is closely monitored and we take measures to ensure that it is not wasted.
- With the incorporation of an updated drip irrigation systems and optimized watering schedules we minimize our water consumption.
- Company practices along with the assistance from San Francisco’s Zero Waste commercial recycling program, we recycle well over 75% of our waste. 100% of our green waste is sent out for composting and 100% of our cardboard and paper waste is recycled.
- We ask our suppliers to operate their businesses in a responsible and sustainable manner, and will only conduct business with those who can meet our standards of excellence in our Safety, Quality, and Environmental commitment.

The list above outlines just a few of our green initiatives. We will expand our program further in the near future as we are truly passionate about being environmentally friendly. After all, the indoor plant industry has been working on providing healthy working and living environments long before we understood all of the environmental benefits. We encourage you to review your own practices and look for opportunities to reduce your own carbon footprint.
San Jose McEnery Convention Center (SJCC)
High Speed Internet Access Service Order Form

Contact information:
Team San Jose Technology Services:
Phone: 408-792-4188, Fax: 408-293-2150 or email: techservices@sanjose.org

Event Name: ___________________________ Date: ___________________________
Company/Organization:_____________________________ Booth/Room Location: _________________________
Billing Contact: ___________________________________________ Phone Number: ___________________________
Fax Number: ___________________________
Contact Address: _______________________________________________ Contact Email: ___________________________

Payment/Method: (for “Advance” rate payment must be received 21 days prior to first move-in date for order acceptance/service delivery)
Check: Checks should be made payable to “Team San Jose” & sent to 408 Almaden Blvd, San Jose, CA 95110 Attention: Billing/Finance

Credit Card: (Check one and complete all lines below)
Visa ____ MasterCard:______AMEX:_____
Card# ___________________________ Exp. Date ___________________________ CVV2_______ (3 digit # back of card)
Name on Card:________________________ Authorized Signature:____________________

Service Summary: The San Jose McEnery Convention Center has deployed a start-of-the-art wired and wireless network for servicing clients with industry leading technology. The Convention Center internet connectivity is powered by two redundant 10 gigabit internet connections from Hurricane Electric and Cogent Communications. In addition dark fiber is available for rental to one of the west coasts premier co-locations facilities allowing you to contract directly with the service provider of your choice. Shared bandwidth up to 1 gigabit is available for both wired and wireless connectivity. In addition, dedicated bandwidth is also available up to an additional 1 gigabit. Additional bandwidth, available upon request. Public IP Addresses are available at no charge. Wired Ethernet connectivity is available in 10/100/1000 megabit increments with 10 gigabit uplinks between all wiring closets.

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>QTY</th>
<th>ADVANCE</th>
<th>BASE</th>
<th>TOTAL</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>WiFi at Convention Center, Airport and Downtown (WickedlyFastWifi)</td>
<td></td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
</tr>
<tr>
<td>Public Routable IP Address</td>
<td></td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
</tr>
<tr>
<td>10 megabit hard wired connection (Shared bandwidth up to 1 gigabit)</td>
<td></td>
<td>$450</td>
<td>$550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 megabit hard wired connections per port (Dedicated bandwidth up to 1 gigabit)</td>
<td></td>
<td>$795</td>
<td>$895</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 megabit hard wired connections per port (Dedicated bandwidth up to 1 gigabit)</td>
<td></td>
<td>$7950</td>
<td>$8950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 megabit hard wired connections per port (Dedicated bandwidth up to 1 gigabit)</td>
<td></td>
<td>$79500</td>
<td>$89500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Patch Cables &lt; 50’</td>
<td></td>
<td>$25</td>
<td>$25</td>
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<td></td>
</tr>
<tr>
<td>Rental Patch Cables &gt; 50’</td>
<td></td>
<td>$30</td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Wireless Bridge or Hard Wired Switch</td>
<td></td>
<td>$100</td>
<td>$125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analog Voice Line with 50 state dialing (FAX capable)</td>
<td></td>
<td>$250</td>
<td>$325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-line Set with 1 number plus rollover</td>
<td></td>
<td>$400</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Services</td>
<td></td>
<td>Call for Quote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Labor Rate ($150/per hour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Terms and Conditions

1. All devises for which San Jose McEnery Convention Center (SJCC) directly or indirectly provides Internet/Network connectivity must pay a device charge or purchase a SJCC assigned IP address.

2. **Advance Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in.

3. **Base Price** applies (20) days before show move-in has started or orders received on site or after show move-in has started.

4. SJCC is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by SJCC are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Tech Services for SJCC 21 days in advance of show move-in.

5. Only SJCC personnel are authorized to modify system wiring or cabling. Material and equipment furnished by SJCC for this service contract shall remain the property of SJCC.

6. **Service problems** must be reported to the SJCC Tech Services Desk. Service claims will not be considered unless filed in writing by Customer prior to close of the show.

7. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes/Tax surcharges will be included on your final bill.

8. **Equipment Management**: The customer will be fully responsible for returning all rental equipment to the SJCC Tech Services Desk within one (1) hour following the close of the show.

9. Cancellations must be in writing. Some broadband services and special circuits cannot be cancelled once ordered. Charges will apply for orders that have already incurred.

All Customer contracts and agreements are solely between San Jose McEnery Convention Center (SJCC) and the prospective Customer.

CUSTOMER ACCEPTANCE OF ALL SAN JOSE MCENERY CONVETION CENTER TERMS AND CONDITIONS/ATTACHMENTS:

With execution of this document the Customer hereby authorizes SJCC to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

__________________________________________
Print Authorized Name

__________________________________________
Authorized Signature

__________________________________________
Date
We’re not your typical in-house caterer. We use **FRESH & LOCAL** ingredients grown right here in the Greater Bay Area, supporting local farms and vendors and our mission of sustainability.

The result is outstanding dishes that capture the flavors of the season and an unusually California-fresh experience. Our food looks as good as it tastes.

**BON APPETIT!**
**COFFEE & BEVERAGE SERVICE**

**Freshly Brewed Regular, Decaffeinated Coffee, and a Range of Imported Teas**
$74.00 / gallon
Accompanied by individual flavored creams to include: French vanilla, hazelnut and Irish cream

**Peets Regular and Decaffeinated Coffee**
$95.00
Accompanied by individual flavored creams to include: French vanilla, hazelnut and Irish cream

**Barista Station - Hosted**
$375.00 per hour
3 hour minimum. Each additional hour is $375.00 per hour. Cancel policy is 72 hours prior. Deposit required upon booking. Each station serves 225 cups of cappuccino and espresso.

**Additional Cups of Cappuccino & Espresso**
$3.75 each

**Lemonade**
$44.00 / gallon

**Freshly Brewed Iced Tea**
$44.00 / gallon

**Assorted Fruit Juices**
$5.25 each

**Assorted Soft Drinks**
$4.00 each

**Bottled Spring Water**
$4.00 each

**Gatorade**
$5.00 each

**Red Bull**
$5.00 each

**Snapple**
$5.00 each

---

*A 22% service charge and current sales tax will be added to all food, beverage and labor fees.*
A 22% service charge and current sales tax will be added to all food, beverage and labor fees.

## FROM THE BAKERY

*Price per dozen.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly Baked Lemon Bars</td>
<td>$40.00</td>
</tr>
<tr>
<td>Assorted Italian Biscotti</td>
<td>$40.00</td>
</tr>
<tr>
<td>Assorted Scones</td>
<td>$40.00</td>
</tr>
<tr>
<td>Assorted Danish</td>
<td>$42.00</td>
</tr>
<tr>
<td>Assorted Muffins</td>
<td>$42.00</td>
</tr>
<tr>
<td>Freshly Baked Cookies</td>
<td>$42.00</td>
</tr>
<tr>
<td>Double Chocolate Brownies</td>
<td>$42.00</td>
</tr>
<tr>
<td>Assorted Donuts</td>
<td>$42.00</td>
</tr>
<tr>
<td>Assorted Croissants</td>
<td>$44.00</td>
</tr>
<tr>
<td>Assorted Bagels with Cream Cheese</td>
<td>$44.00</td>
</tr>
<tr>
<td>Freshly Baked Cinnamon Rolls</td>
<td>$44.00</td>
</tr>
<tr>
<td>Chocolate Dipped Strawberries</td>
<td>$46.00</td>
</tr>
</tbody>
</table>
SNACKS
To serve 50 guests.

Artisan Cheese Display $225.00
Fresh Vegetable Crudités $225.00
Fresh Fruit Display $275.00
Chips and Dip $85.00
Tortilla Chips and Salsa $95.00
Party Mix $95.00
Mixed Nuts $45.00 / pound
Whole Fresh Fruit $30.00 / dozen
Assorted Granola Bars $31.00 / dozen
Assorted Candy Bars $40.00 / dozen
Assorted Individual Bags of Chips $3.00 each

A 22% service charge and current sales tax will be added to all food, beverage and labor fees.
A 22% service charge and current sales tax will be added to all food, beverage and labor fees.

**LUNCH PLATTERS**

**Deli Sandwich Platter**
20 servings

**Pizza Platter**
24 pieces of pepperoni, cheese or combo

**$140.00 / platter**

**BOX LUNCH SELECTION**

*Served with a crisp apple, fresh pasta salad and a gourmet cookie*

**Hickory Smoked Turkey, Honey Ham and Cheese, Peppered Roast Beef or Grilled Vegetable Sandwich**

$20.75 each

**GARDEN SALAD**

*Each bowl serves 10-15 guests*

**Mixed Field Greens, Grape Tomatoes and Cucumbers**
Two dressings, hearth baked rolls and butter

$50.00 / bowl
A 22% service charge and current sales tax will be added to all food, beverage and labor fees.

RECEPTION

Disposable plates, silverware and napkins are included with these items. Per selection, a 25 piece minimum is required.

COLD HORS D’OEUVRES
Each order contains 25 pieces.

Smoked Salmon with Bagel Chips and Popped Capers $87.50
Bocconcini Satay $82.50
Cajun-Style Prawns $95.00
Assorted Maki Sushi $112.50
Tomato Bruschetta $82.50

HOT HORS D’OEUVRES
Each order contains 25 pieces.

Hot Chicken Drumettes $82.50
Spanakopita $82.50
Vegetable Spring Rolls $92.50
Double Smoked Bacon Mini Quiche $80.00
Breaded Prawns with Cocktail Sauce $110.00
Chorizo Sausage Rolls $100.00
Tuscan Pizza (serves 48) $140.00
A 22% service charge and current sales tax will be added to all food, beverage and labor fees.

## ACTION STATIONS

*Designed to increase booth traffic.*

<table>
<thead>
<tr>
<th>Action Station</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Cream Cart</td>
<td>$600.00</td>
</tr>
<tr>
<td>Standard cart includes 100 assorted ice cream novelties. Booth attendant is required to distribute product to guests. $25.00 per hour, 4 hour minimum.</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Ice Cream Novelties</strong></td>
<td>$3.50 each</td>
</tr>
<tr>
<td>Popcorn Cart</td>
<td>$550.00</td>
</tr>
<tr>
<td>Includes 1 popcorn machine, 285 popcorn bags and napkins. Booth attendant is required to distribute product to guests. $25.00 per hour, 4 hour minimum.</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Bags of Popcorn</strong></td>
<td>$2.50 each</td>
</tr>
<tr>
<td>Fresh Baked Gourmet Chocolate Chip Cookie Station</td>
<td>$550.00</td>
</tr>
<tr>
<td>Featuring Otis Spunkmeyer premium gourmet chocolate chip cookies, Includes 185 chocolate chip cookies, napkins and appropriate supplies. Booth attendant is required to distribute product to guests. $25.00 per hour, 4 hour minimum.</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Cookies</strong></td>
<td>$3.50 each</td>
</tr>
<tr>
<td>Barista Station - Hosted</td>
<td>$375.00 per hour</td>
</tr>
<tr>
<td>3 hour minimum. Each additional hour is $375.00 per hour. Cancel policy is 72 hours prior. Deposit required upon booking. Each station serves 225 cups of cappuccino and espresso.</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Cups of Cappuccino and Espresso</strong></td>
<td>$3.75 each</td>
</tr>
</tbody>
</table>
A 22% service charge and current sales tax will be added to all food, beverage and labor fees.

THREE BREAKS
Each order serves 25 people for a 30 minute service.

A Night of Football $275.00
Soft pretzels and spicy mustard, miniature hot dog dippers, cheese dip with crackers, assorted soft drinks and bottled water.

Old Fashioned Break $300.00
Freshly baked gourmet cookies, double chocolate brownies with walnuts, lemonade, assorted soft drinks and bottled water.

A Chocolate Buzz $375.00
Miniature chocolate éclairs and chocolate tarts, fresh strawberries dipped in chocolate, chocolate chip cookies, chilled milk and chocolate milk.

A 22% service charge and current sales tax will be added to all food, beverage and labor fees.
A 22% service charge and current sales tax will be added to all food, beverage and labor fees.

STAFFING
Minimum of 4 hours.

Bartender
$25.00 / hour

Booth Attendant
$25.00 / hour

WATER SERVICE

Water Dispenser
$50.00 per unit, per day

Client must have a space that has one regular wall socket available for electrical power. Power charges apply. See below for water supply.

Water Bottle (5 gallon) for Dispenser
$25.00
### IMPORTANT INFORMATION

- **Team San Jose** maintains the exclusive right to provide all food and beverage items for the facilities.

- Minimum order is **$300.00** per day (not including tax & service charge), or a labor fee of **$100.00** will apply.

- All services are designed and packaged to be placed on your booth tables.

- We are unable to provide tables on the exhibit floor.

- A 22% service charge and applicable sales tax will be applied to all orders.

- A surcharge of **$75.00** will apply for on-site orders.

- In order to best serve your catering needs, we require a 72-hour guarantee.

- Full charges will be applied to cancellation of any menu items received within 72 hours (3 business days) prior to delivery.
# Booth Catering Order Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Qty.</th>
<th>Start/End Time</th>
<th>Item Description</th>
<th>Item Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
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22% Service Charge (Taxable) $ ________________ Subtotal $ ________________

8.75% Sales Tax $ ________________ Total Amount Due $ ________________

The exhibitor menu order form must be on file in the Food & Beverage office two weeks before event, otherwise items cannot be guaranteed. Full payment is required five days in advance and can be made by company check payable to “Team San Jose” or by AMEX, VISA or MASTERCARD. If paying by credit card, please complete the following:

- [ ] Visa
- [ ] Master Card
- [ ] AMEX
- [ ] Other ______________________

**Credit Card Number**

**Cardholder Name**

**Expiration Date**

**Signature**

*Your signature above signifies approval of all charges to our account.*

**Date**