



Welcome and thank you for your support of the Cloud Partners Conference & Expo. The expo will take place September 16-18, 2015 in Boston at the Hynes Convention Center!

This exhibitor kit contains the following order forms and information needed to prepare for the show:

- Instructions for Certificate of Insurance
- Shipping Options
- Order forms for furnishings, booth rentals, material handling, lead retrieval, internet, electrical and more!

Please pay close attention to discounts for ordering in advance or ordering online. Don't miss out on the savings!

Exhibitor Warning!

As an exhibitor at the Cloud Partners 2015 Show, you may receive an online solicitation from a company calling themselves Expo Guide/FairGuide.com/Construct Data Publishers. This company represents themselves as an online show directory and will invite you to update your company information to ensure your "free" company listing is correct. The listing is **not** "free" and Expo Guide/FairGuide.com/Construct Data Publishers is in no way associated with Informa Exhibitions or the Cloud Partners show. Please be aware that if you sign and return the form, you are contracted into a three year, non-retractable agreement and will be charged a significant amount of money. This has happened to many unsuspecting exhibitors and we strongly advise our exhibitors not to complete the form unless you wish to pay for your listing.

If you have any further questions, please contact me directly.

Vanessa Cruz

Exhibit Operations Manager

+1 480 281 6042

vanessa.cruz@informa.com



Show Schedule

Move-In

Tues. Sept. 15: 2-5pm Exhibitors with 20' x 20' booths or larger

Wed. Sept. 16: 8am-3pm

Expo Hours

Wed. Sept. 16: 4-7pm

Thurs. Sept. 17: 2-6pm

Fri. Sept. 18: 10am-12pm

Move-Out

Fri. Sept. 18: 12-4pm

Schedule is subject to change

Host Hotel

Sheraton Boston

39 Dalton Street

Boston, MA

Phone:

+1 888 627 7054

To reserve your hotel room(s) [click here](#)

Special room rate for Cloud Partners participants is \$259 per night for single or double occupancy. Rate is based on availability through August 24, 2015. Guests must reference Cloud Partners to receive the discounted room rate.

Beware of solicitation from unauthorized hotels and housing agencies!

Attendees and exhibitors may be subjected to inappropriate solicitation from hotels or third-party housing agencies not affiliated with Cloud Partners.

Poachers may sometimes offer a lower hotel rate than the rates offered in our official block. We have found that the reserved rooms are often not actually available at the hotel. The deposit you are being asked to give is being taken from the wholesaler, NOT the hotel. Their cancellation policies are often intolerant, and you do not have the support of Cloud Partners should you need assistance with your reservation. Buyer beware. Even if they tell you otherwise, DO NOT make your reservations through one of these poachers.

Informa Exhibitions LLC goes to great lengths to ensure that every aspect of your Cloud Partners experience is of the highest quality and value. Poachers do not have your best interests in mind, nor are they committed to providing a high level of customer service.



Registration/Badge Inquiries

- **How many exhibitor badges is my company entitled to?**
Six complimentary exhibitor badges are allotted per 10' x 10' booth. Additional exhibitor badges are only \$25. Exhibitors may upgrade to the Conference & Expo package at the special exhibitor rate of \$99 per person.
- **How do I register for my exhibitor badges?**
Registration is completed online at <http://cloud.channelpartnersconference.com/>. You will need to confirm your company name and enter your password. If you do not know your password, you may click on the link to have your password e-mailed to you or just e-mail your company name and booth number to angelina.soto@informa.com to receive it.
- **Does the exhibitor badge give me access to any seminars?**
Exhibitor badges include access to the exhibit hall, opening reception, pub crawl, Thinking Out Cloud Stage events, welcome remarks, keynote programming and vendor presentations. Access to the concurrent education may be purchased by registering for the Conference & Expo package.
- **What is the cost to upgrade a badge to a Conference & Expo package?**
Exhibitors can register for the Conference & Expo package for the discounted rate of \$99 per registration.
- **How do I pick-up my badge at the conference?**
After completing your registration, please visit the 'View Completed' tab in your exhibitor profile and select the option 'Send Confirmation' to receive your electronic confirmation with a unique barcode. Bring your printed confirmation to registration Hynes Convention Center to print your badge.

Exhibitor Move-in, Move-out, and Booth Set-up Inquiries

- **What's included in my booth space?**
Booths include the following equipment: 8' high back drape wall, 36" high side rails, 7" x 44" ID sign. Any additional products and services such as carpet, furnishings, electrical and internet should be purchased/rented through the appropriate vendor.
- **Is the exhibit hall carpeted already?**
No, you will need to purchase carpet for your booth. The aisle carpet will be tuxedo in color.



- **When is exhibitor move-in and move-out?**

Exhibitor Move-In Date/Hours

Sept. 15: 2 p.m. - 5 p.m.

Sept. 16: 8 a.m. - 3 p.m.

Booths 300 sq ft. or larger

Expo Hours

Sept. 16: 4 p.m. - 7 p.m.

Sept. 17: 2 p.m. - 6 p.m.

Sept. 18: 10 a.m.–12 p.m.

Exhibitor Move-Out Date/Hours

Sept. 18: 12 p.m. - 4 p.m.

- **Where can I order services and materials for my booth?**

Freeman is the official show decorator. Please contact Freeman for furniture, carpet, labor and drayage (shipping).

Please contact Hynes Convention Center for Internet, electric, cleaning, telecommunications, food or beverage needs.

- **What services are exclusive and MUST be ordered through either Freeman or the Hynes Convention Center?**

Exclusive Freeman Services

- Material Handling (drayage)
- Banner Hanging/Rigging

Exclusive Hynes Exhibitor Services

- Booth Cleaning
- Catering
- Compressed Air, Water and Drain Service
- Telecommunications
- Internet Service
- Electrical

- **Where should I ship my materials?**

There are two places that you may ship your booth to for the show- the advance warehouse and directly to show site. Further information and mailing labels are included in the exhibitor kit.

Advance Warehouse

Shipping to the Advance Warehouse is always the preferred method. If shipping to the Advance Warehouse, you will have enough time to track your shipment and make sure that it has arrived before the show. In addition, your freight will be waiting for you in your booth upon move-in. Items must be delivered to the warehouse **beginning Monday, August 17, 2015 and no later than Wednesday, Sept. 9th**. ** **Note: The warehouse**



will be closed on Monday, Sept 7th in observance of Labor Day. Shipments will not be accepted on this date.

Direct Shipments to Show-Site

If necessary, items may be shipped directly to the show site. This is not the preferred method for shipping your booth, as many carriers will not guarantee a delivery time, and you may not receive your shipment until the last minute. Also, it does not allow you much time to track your shipment. Shipments to the show site are generally used for last minute marketing materials and giveaways. Shipments may only arrive **on Tuesday, September 15th, 2015 after 2:00 p.m.** if shipped directly to the show. Shipments arriving before this date may be refused by the facility.

- **Can I teardown my booth before the show floor closes?**

No, for safety reasons exhibitors may not teardown their booth before the show floor closes.

General Inquiries

- **Distribution of materials**

Distribution of materials outside of your booth is prohibited including leaving material on tables or handing out brochures in the aisles or the entrance of the show.

- **Children on show floor**

Children under the age of 18 are not permitted on show floor outside of show hours. During show hours, children under the age of 18 are permitted, however parent/guardians are solely responsible for these children. The show floor contains product samples so it is very important that anyone under the age of 18 is supervised at all times.

- **Responsibility for security**

Expo Management will employ guards and will take reasonable precaution to safeguard the exhibitor's property. However, Expo Management will not be liable for loss or damage to the property of the exhibitor or their representatives or employees from theft, fire, accident or any other cause beyond its control. We strongly encourage you to remove any valuable items from your booth when it is not staffed by your employees.

- **Height limits**

Inline booths have a maximum back wall height limitation of 8 feet high. Your booth display should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle.



Island booths- The maximum height limit ranges from 16' to 20' feet high. Your booth location will determine the maximum height. Please make sure to account for this when designing your island booth. Contact vanessa.cruz@informa.com for any questions on height/booth restrictions.

- **Photography and videotaping**

Photography and videotaping are prohibited throughout the show including but not limited to the exhibit hall, vendor presentations, education sessions and all receptions.

- **What are the Exhibitor Appointed Contractor (EAC) Guidelines?**

If your company plans on using an **EAC** for labor, the **EAC Form** must be completely filled out and signed by a representative of the exhibiting company. An original **Certificate of Insurance** of the exhibitor appointed contractor must also be submitted in order for them to gain access to the show floor. You will need to email these documents to: cloud.insurance@channelpartnersconference.com

Freeman is the official exhibitor appointed contractor and you will not need to submit the EAC form or submit a Certificate of Insurance if you use them for installation and dismantle (labor).

- **Where is the host hotel?**

The host hotel is located at Sheraton Boston. To reserve your hotel, please call +1 888 627 7054 or [click here](#)

- **How can I obtain the required certificate of insurance?**

K&K Insurance forms are included in the exhibitor kit. If you have any questions regarding your certificate of insurance please send an email inquiry to cloud.insurance@channelpartnersconference.com

- **Will there be Wi-Fi in the exhibit hall?**

There will be Wi-Fi in the exhibit hall, for attendee use. Exhibitors will need to pay for internet service in their booth by ordering through the Hynes Convention Center.

- **Can attendees have access to the show floor during set-up and teardown hours?**

For security and safety reasons attendees cannot have access to the show floor during non-show floor hours. Please do not schedule any meetings with attendees at your booth during non-show floor hours.

- **How can I register for a press pass?**

Please visit our registration page to request a press pass.



Below is a reminder of deadline dates. Pay the lowest rate available by placing your order by the due date for each service. Information for each service offered is included in the Exhibitor Kit.

| Item | Contact | Contact Info | Advanced Rate |
|-----------------------------|------------------------|----------------|------------------|
| Lead Retrieval | Experient | (866) 297-5246 | 7/22/15 |
| Carpet | Freeman | (508) 894-5100 | 8/26/15 |
| Furnishings | Freeman | (508) 894-5100 | 8/26/15 |
| Shipping | Freeman Transportation | (508) 894-5100 | 8/26/15 |
| Internet Services* | Hynes | (617) 954-2230 | 8/25/15 |
| Electric* | Hynes | (617) 954-2230 | 8/25/15 |
| Material Handling* | Freeman | (508) 894-5100 | 8/25/15 |
| Rigging/Hanging Sign Labor* | Freeman | (508) 894-5100 | 8/25/15 |
| Catering* | Levy Restaurants | (617) 954-2382 | Call for details |

*****These are exclusive services. If an exhibitor needs to order any of the listed services, they must use the vendor/contracted listed in red. Exhibitors are not allowed to use another company to perform these services. Failure to use the appropriate vendor for exclusive services may result in freight being denied at the loading dock, delays in setting-up your booth and paying penalty fees.**

***Note: The Hynes Convention center will make the initial drop for electrical and internet. Additional cord labor is provided through Freeman. See exhibitor kit for order form and more details.**

Certificate of Insurance

Every exhibiting company is required to provide insurance documentation. You will need to:

- ✓ Submit the Certificate of Insurance to cloud.insurance@channelpartnersconference.com
- ✓ Submit the Certificate of Insurance by **June 5th 2015**

EAC (Exhibitor Appointed Contractor)

If you use Freeman for the installation and dismantle of your booth, the EAC form is not required. If you plan to use another company, you will need to:

- ✓ Complete and submit EAC Form by **August 17th 2015**
- ✓ Also submit the Certificate of Insurance of the EAC by **August 17th 2015**

Cloud Partners 2015

EXHIBITOR-APPOINTED CONTRACTOR FORM

If your company plans to use ANY non-official, exhibitor appointed contractor (EAC) for labor supervision, this form must be completed and signed by a representative of the Exhibiting Company. An Original Certificate of Insurance must be submitted by your non-official Exhibitor - Appointed Contractor in order for them to gain access to the show floor.

Exhibiting Company Information

Exhibiting Company Name: _____ Booth #: _____

Exhibit Contact: _____ Exhibit Contact Phone: _____

Exhibit Contact Email: _____ Fax: _____

Exhibit Contact Signature: _____ Date: _____

The authorized signature confirms that the exhibiting company has committed to use the specified services of the following Exhibitor Appointed Contractor(s) for Continuity Insights and they agree to abide by all show rules and regulations.

Exhibitor-Appointed Contractor Information

EAC Contractor Name: _____

Pre-Show EAC Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

EAC On-Site Contact: _____ Emergency Onsite Number: _____

Return completed form by: August 17, 2015

E-mail form to: cloud.insurance@channelpartnersconference.com

**This form must be returned to show management.
Please do not return this form to Freeman.**



A current Certificate of Insurance is required from every exhibiting company. Exhibitor badges will not be distributed to your company nor will you be allowed to set-up your booth without a current Certificate of Insurance on file with Informa Exhibitions.

Required Certificate Details*

Certificate of Insurance must identify Informa Exhibitions LLC as Certificate Holder and additional insured as follows:

**Informa Exhibitions LLC
3300 N. Central Ave., Suite 300
Phoenix, AZ 85012**

*Required minimum coverage: \$1,000,000 general liability.

Submitting the Certificate of Insurance*

Please email your certificate of insurance to Lindsay Kutsko:

Email: cloud.insurance@channelpartnersconference.com

When submitting your insurance, please include the Trade Show name in the mail or on the Description of Operations on the insurance form.

Troubleshooting Challenges with Insurance Certificates*

Your company must have the required minimum of \$1,000,000 general liability coverage.

Insurance may be purchased on a show by show basis through K&K Insurance Group (please refer to the K&K Insurance forms in the exhibitor kit).

If you have questions regarding your company Certificate of Insurance, please email or call Lindsay Kutsko:

Email: cloud.insurance@channelpartnersconference.com

Phone: +1 480 281 4074



INFORMA EXHIBITIONS TRADE SHOW & CONSUMER SHOW EXHIBITORS

Insurance Program and Enrollment Form

This brochure is valid for effective dates from 1/1/15 through 12/31/15

PROGRAM DESCRIPTION

This program has been designed for exhibitors and/or vendors who are selling, displaying, demonstrating or promoting their products or services at trade or consumer shows produced by Informa Exhibitions.

Coverage is provided by a carrier rated A+ (Superior) by A.M. Best Company.

INELIGIBLE OPERATIONS

Operations not eligible for this program include, but are not limited to the following:

- Alcoholic beverage sales
- Animals
- Auto parts (mechanical)
- Body piercing or permanent tattooing
- Christmas tree retail lots
- Contractors (lighting, stage, sound, etc.)
- E-commerce selling
- Fire safety equipment
- Fireworks sales & displays
- Haunted attractions
- Hot wax impressions
- Leasing/rental operations
- Mazes (corn, hay, fence)
- Medical testing
- Motorsports activities
- Nutritional or health supplements, except for informational and display purposes
- On-site installation, service or repair of products
- On-site equipment sales & rental
- Oxygen or aromatherapy bars
- Photographers (unless a home-based wedding photographer)
- Protective equipment or apparel
- Storefront operations
- Tobacco products
- Toys (for ages 4 and under)
- Vehicles in motion
- Watercraft exhibits on water
- Weapon sales
- Weight loss plans or products, except for informational and display purposes
- Wholesale business operations

This brochure is for illustrative purposes only and is not a contract of insurance. You must refer to the actual policy for complete information regarding coverage terms, conditions and exclusions as they may change from one coverage period to the next. You may request a copy of the full policy by submitting a written request to us.

ELIGIBLE OPERATIONS

- Antiques & collectibles
- Apparel & accessories
- Arts & crafts
- Auto/vehicle accessories (non-mechanical)
- Candles
- Caterers
- Celebrity, mascot or character appearances
- Cleaning accessories & products
- Exercise equipment
- Floral
- Food, drink or produce sales
- Game trailers or booths
- Gift wrap booths
- Hardware sales
- Health & beauty products
- Home based wedding vendors (caterers, DJs, florists, ice sculptors, decorators, photographers/videographers)
- Kitchen or cookware accessories or appliances
- Lawn & garden equipment
- Literature distribution
- Micro reality race tracks
- Motorized equipment – static display
- Performing groups (carolers, dance groups, choirs)
- Product demonstrations
- Product or service displays
- Souvenir sales
- Sports or camping equipment
- Toys (for ages 5 and over)
- Vehicle/boat display - static only

WAYS TO ENROLL FOR COVERAGE

Submit this enrollment form, with payment, to K&K.



E-MAIL info@eventinsurance-kk.com



FAX 1-260-459-5502



MAIL

Regular:
K&K Insurance
Event RPG
P.O. Box 2338
Fort Wayne, IN 46801-2338

Overnight:
K&K Insurance
Event RPG
1712 Magnavox Way
Fort Wayne, IN 46804



QUESTIONS Call 1-800-328-2317

EXCLUSIONS

The following represent only some of the exclusions contained in this policy.

- Abuse, molestation, harassment or sexual conduct
- All operations listed as ineligible
- Amusement devices (e.g.: rides, slides, inflatables, bungees, climbing walls, dunk tanks-does not apply to structures that are not designed to bounce on, slide on, ride on or tunnel through)
- Animals (injury or death to any animal or injury, death, or property damage caused by your animal)
- Asbestos
- Employment-related practices
- Fireworks
- Fungi or bacteria
- Lead
- Nuclear energy liability
- Violations of statutes that govern emails faxes, or phone calls or other methods of operations

COVERAGES AND LIMITS

| Commercial General Liability | |
|---|--------------|
| Each Occurrence | \$ 1,000,000 |
| General Aggregate (other than Products-completed Operations) | \$ 5,000,000 |
| Products-completed Operations Aggregate | \$ 1,000,000 |
| Personal and Advertising Injury | \$ 1,000,000 |
| Damage to Premises Rented to You | \$ 300,000 |
| Medical Expense | \$ 5,000 |
| Cost Coverage is available per single event. 100% of the cost is fully earned at the inception date and is not refundable in the event of cancellation. Cost is based upon size of booth and includes a \$20 Informa Exhibitions administration fee and a \$15 Risk Purchasing Group fee. | |
| 0 - 100 sq. ft. | \$ 188.00 |
| 101 - 200 sq. ft. | \$ 265.00 |
| 201 - 300 sq. ft. | \$ 304.00 |
| 301 - 400 sq. ft. | \$ 343.00 |
| 401 - 500 sq. ft. | \$ 382.00 |
| 501 - 600 sq. ft. | \$ 421.00 |
| If your booth is larger than 600 square feet, please contact our office at 1-800-328-2317. | |

Commercial General Liability with Broadening Endorsement – coverage which protects the insured against liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations and personal and advertising injury.

FREQUENTLY ASKED QUESTIONS

1. How soon does coverage start? When will we receive proof of coverage?

Coverage can be bound the date after we receive a completed enrollment form and the appropriate premium. Please allow adequate time for us to process your enrollment form and issue certificates.

2. When should we make our coverage effective?

The effective date is the date you need your insurance to start. Coverage will be in effect for the time period selected, but cannot exceed more than one month, per event.

3. Can I apply for coverage over the phone?

Unfortunately, we are unable to take your information over the phone at this time. You can apply for coverage by completing an enrollment form and submitting it to us via e-mail, fax or mail.

4. What is a general aggregate?

The general aggregate is the maximum amount to be paid out in any policy period for all losses.

5. Will we receive a policy after submitting the enrollment form?

You will receive a certificate of insurance as proof of coverage. Coverage is offered exclusively through Sports, Leisure and Entertainment Risk Purchasing Group (RPG). The RPG receives a master policy from the company. Submission of this enrollment form confirms your desire to receive coverage through the RPG. Each member receives their own certificate of insurance as their evidence of coverage. The limits of insurance apply individually to each insured member organization-there are no shared limits of liability with any other members. A copy of the RPG master policy can be requested in writing to: K&K Insurance Group, Inc., 1712 Magnavox Way, Fort Wayne, IN 46804.



Enrollment Form - Informa Exhibitions Trade Show & Consumer Show Exhibitors

Valid for effective dates from 1/1/15 through 12/31/15

Completion of this enrollment form confirms your desire to obtain insurance through the Sports, Leisure and Entertainment Risk Purchasing Group. An RPG provides group purchasing power for similar risks resulting in potential advantageous coverage terms, competitive rates, risk management bulletins, and rewards for favorable group loss experience. The submission of this enrollment form and/or acceptance of payment does not guarantee coverage. Certain operations are not eligible for coverage by this program. K&K reserves the right to decline any request for coverage.

- TO AVOID PROCESSING DELAYS, PLEASE:**
1. Complete all sections (print legibly)
 2. Sign and date where required
 3. Remit completed enrollment form (pages 3-7) with payment

| | | |
|--------------------------------|---|---|
| GENERAL INFORMATION | <input type="radio"/> I am a new account | <input type="radio"/> I am renewing my coverage |
| | Named insured (as it should appear on the policy): _____ (the legal name of the organization or business; typically the name that would appear on any contracts or agreements) | |
| | Doing business as (DBA): _____ (additional name(s) under which the named insured operates) | |
| | Mailing address: _____ | |
| | City: _____ State: _____ Zip: _____ | |
| | Contact name: _____ Phone: (_____) _____ | |
| | Cell: (_____) _____ Fax: (_____) _____ | |
| | E-mail: _____ Website: _____ | |
| | | |
| | | |

| | |
|--------------|--|
| DATES | Coverage can begin the day after the completed enrollment form and premium are received and approved by K&K, or on a later date you specify below. |
| | <input type="radio"/> Requested coverage dates: ____ / ____ / ____ to ____ / ____ / ____ |
| | Notes • Coverage dates cannot exceed one month • The effective date should be the day after the completion of this form or a future date • Expiration date should be the day after event ends. Coverage expires at 12:01 A.M. |

| | |
|------------------------------|---|
| DOCUMENT DELIVERY | You will receive a certificate showing evidence that coverage has been bound. This coverage document will be delivered via e-mail, unless otherwise indicated below. Please select only one option. |
| | <input type="radio"/> E-mail to: _____ attn: _____ (selecting this option confirms your consent for coverage documents to be delivered via e-mail) |
| | <input type="radio"/> Fax to: _____ attn: _____ |
| | <input type="radio"/> Mail to: _____ attn: _____ |

| | |
|---|---|
| EVENT INFORMATION | 1. Total square footage of your exhibit space: _____ |
| | 2. Check the event you will be attending. Please check only one event. A separate enrollment form is required for each event. |
| | <input type="radio"/> Channel Partners - Mandalay Bay, Las Vegas - March 14 - March 20, 2015 |
| | <input type="radio"/> Inside Self Storage - Paris, Las Vegas - April 5 - April 11, 2015 |
| | <input type="radio"/> Ingredient Marketplace - Orlando World Center - Marriot, Orlando, FL - April 5 - April 11, 2015 |
| | <input type="radio"/> Cloud - Hynes Convention Center - Boston, MA, September 14 - 20, 2015 |
| | <input type="radio"/> SupplySide West - Manadaly Bay, Las Vegas - October 3-11, 2015 |
| <input type="radio"/> Petfood 2.0 - Chicago, IL - October 18-23, 2015 | |

BUSINESS INFORMATION

1. Check all that apply regarding your type of operations:

☐ Selling products/services

Describe product/service: _____

☐ Distribution of literature and/or display only

Describe product/service being displayed/information being provided: _____

2. Are all of the event operations to be insured located within the United States?

☐ Yes ☐ No

3. Select one of the following that best describes your business operations:

☐ Customers can walk up to your booth, exhibit, tent, trailer, etc.

Examples:

- You are a food trailer and customers walk up to your window to obtain their food and they walk away. You do not provide seating
- You are a game trailer and you open up the side of the trailer and customers play a game while standing outside of your trailer

a. Provide your # of units (e.g.: trailer, push cart, table): _____

☐ Customers are able to walk in, through and around your booth, exhibit, tent, trailer, etc.

Examples:

- You are a food vendor that also provides seating for your customers
- You are a game trailer and customers enter your trailer to play games

a. Provide your total square footage: _____

☐ Micro reality race tracks a. Provide # of your tracks: _____

☐ Home-based wedding vendor. Available only for a single event coverage period - use 1 unit rating

PROGRAM COST

Please check the booth size and premium that is applicable. Cost includes a \$20 Informa Exhibitions administration fee and a \$15 Risk Purchasing Group fee.

| \$ 1,000,000 Commercial General Liability Limit | | | | | | |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Booth Size | 100 Sq. Ft. | 101-200 Sq. Ft. | 201-300 Sq. Ft. | 301-400 Sq. Ft. | 401-500 Sq. Ft. | 501-600 Sq. Ft. |
| Cost | <input type="radio"/> \$ 188.00 | <input type="radio"/> \$ 265.00 | <input type="radio"/> \$ 304.00 | <input type="radio"/> \$ 343.00 | <input type="radio"/> \$ 382.00 | <input type="radio"/> \$ 421.00 |

Contact us for operations with more than 600 sq. ft.

CERTIFICATE REQUESTS

Informa Exhibitions will automatically be provided an additional insured certificate. Complete this section to request additional certificates. Provide separate requests for each additional certificate needed.

Check the type of certificate you are requesting: ☐ Additional insured ☐ Evidence of coverage

Certificate holder information:

Entity name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Relationship to named insured:

- ☐ Owner/lessor of premises ☐ Sponsor ☐ Co-promoter ☐ Mortgagee
☐ Franchisor ☐ Lessor of equipment and contents
☐ Other (please identify/explain): _____

Special certificate language needed (please explain/attach): _____

Date certificate needed by: ____/____/____

COVERAGE EXCLUSIONS

The following exclusions are contained in the commercial general liability coverage provided by this program: Abuse, molestation, harassment or sexual conduct; Aircraft/hot air balloon; Airport (the ownership, operation, maintenance, or use of any airfield or airport facility or premises. (This exclusion does not apply to concessionaires, exhibitors, or vendors selling, displaying, demonstrating or promoting their products or services at any airfield or airport facility or premises); Amusement devices - The ownership, operation, maintenance or use of: any mechanical or non-mechanical ride, slide or water slide, any inflatable recreational device, any bungee operation or equipment, any vertical device of equipment used for climbing – either permanently affixed or temporarily erected – or dunk tank. Amusement devices do not include any video or computer games or structures that are not designed to bounce on, slide on, or tunnel through; Animals (injury or death to any animal, or injury, death or property damage caused by an animal owned, rented or hired by you); Asbestos, Commercial general liability standard exclusions (CG 0001 04/13 edition); Employment-related practices; Fireworks; Fungi or bacteria; Lead; Nuclear energy liability; Performers; Saddle animal; Snowmobile; Violation of statutes that govern emails, faxes, phone calls or other methods of operation; Those operations listed as ineligible: Alcoholic beverage sales; Animals, Auto parts (mechanical); Body piercing or permanent tattooing; Christmas tree retail lots, Contractors (lighting, stage, sound, etc.); E-commerce selling; Fire safety equipment; Fireworks sales and displays, Haunted attractions; Hot wax impressions; Leasing/rental operations; Mazes (corn/hay/fence); Medical testing; Motor sports activities; Nutritional or health supplement products, except for informational and display purposes; On-site installations, service or repair of products; On-site equipment sales and rental; Oxygen or aromatherapy bars; Photographers (unless a home-based wedding photographer); Protective equipment or apparel; Storefront operations; Tobacco products; Toys (for ages 4 and under); Vehicles in motion; Watercraft exhibits on water; Weapon sales; Weight loss plans or products, except for informational and display purposes; Wholesale business operations

**FOR K&K
USE ONLY**

UW Rec: ____/____/____ Status: N R Broker: Y N Comm: ____% OPS Rec: ____/____/____
GL Exp Policy #: ____/CP #: ____ Exp Dates: ____/____/____ to ____/____/____
Delivery: M F E Date: ____/____/____ Pay Plan: ____ Bill: AB AD CBG
Opt Form: 2026 2011 8016 8018 876 2404 Comments: ____
GL Policy #: ____/CP #: ____ GL Prem: ____ Eff Dates: ____/____/____ to ____/____/____
Insured #: ____

PAYMENT INFORMATION

☐ Check: Please make check payable to K&K Insurance Group, Inc. Enclosed is check # ____ for \$ ____
☐ Credit Card: If you are making your payment by credit/debit card, please complete the following:
☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMERICAN EXPRESS
Card number: ____
CSC # (card security) code: ____ Expiration date: ____
I authorize K&K Insurance Group, Inc. to charge my payment to my credit card in the amount of \$ ____
Print name (as on card): ____
Cardholder signature: _____

FATCA Notice: Please go to Aon.com/FATCA to obtain appropriate W-9.

K&K Insurance Group, Inc. • P.O. Box 2338 • Fort Wayne, IN 46801-2338 • 1-800-328-2317 • Fax 1-260-459-5502
www.kandkinsurance.com

K&K Insurance Group, Inc. is a licensed insurance producer in all states (TX license #13924); operating in CA, NY and MI as K&K Insurance Agency (CA license #0334819)

Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK Any person knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS Any person who knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an

insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties* (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

**COSTS ARE 100% FULLY EARNED AND NON-REFUNDABLE ONCE COVERAGE BEGINS.
COVERAGE IS CONTINGENT UPON RECEIPT OF PAYMENT. NO COVERAGE WILL BE DEEMED IN EFFECT
UNTIL THE ACCURATE PAYMENT IS RECEIVED BY THE COMPANY OR THEIR REPRESENTATIVE.**

READ AND SIGN

Warranty and Disclosure Statement: I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

I am aware that the insurance company expects accurate reporting for my premium calculation, and should my figures exceed my estimates during the coverage term I will make arrangements to pay the additional premium. I understand that my book and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage. K&K reserves the right to decline/void any ineligible coverage.

I further acknowledge that, I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided. The information I provided on this enrollment form becomes a part of the insurance contract.

Compensation and Other Disclosure Information: K&K Insurance Group, Inc. ("K&K") is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, K&K may charge a fee for administrative services. Your signature on your application, quote form, check, credit card and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by K&K. The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part of any alternative quotes presented to the purchaser by the producer, by emailing a written request to info@eventinsurance-kk.com.

In addition, premiums paid by clients to K&K for remittance to insurers, client refunds and claim payments paid to K&K by insurance companies for remittance to clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, K&K will retain the interest or investment income earned while such funds are on deposit in such accounts.

In placing, renewing, consulting on or servicing your insurance coverages K&K and its affiliates may participate in contingent commission arrangements with insurance companies that provide for additional contingent compensation, if, for example, certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by K&K with the insurance company or the overall performance of the policies placed with that insurance company, not on an individual policy basis. As a result, K&K may be considered to have an incentive to place your insurance coverages with a particular insurance company. Where K&K participates in contingent commission arrangements with insurance companies, K&K may be entitled to additional commission in the range of 0 to 5% depending upon whether and when specified thresholds are achieved.

Our liability to you, in total, for the duration of our business relationship for any and all damages, costs, and expenses (including but not limited to attorneys' fees), whether based on contract, tort (including negligence), or otherwise, in connection with or related to our services (including a failure to provide a service) that we provide in total shall be limited to the lesser of \$2,500,000 or the singular annual limit of the policy of insurance procured by us on your behalf from which your damages arise.

This liability limitation applies to you, our client, and extends to our client's parent(s), affiliates, subsidiaries, and their respective directors, officers, employees and agents (each a "Client Group Member" of the "Client Group") wherever located that seek to assert claims against K&K, and its parent(s), affiliates, subsidiaries and their respective directors, officers, employees and agents (each an "K&K Group Member" of the "K&K Group"). Nothing in this liability limitation section implies that any K&K Group Member owes or accepts any duty or responsibility to any Client Group Member.

If you or any of your Group Members asserts any claims or makes any demands against us or any K&K Group Member for a total amount in excess of this liability limitation, then you agree to indemnify K&K for any and all liabilities, costs, damages and expenses, including attorneys' fees, incurred by K&K or any K&K Group Member that exceeds this liability limitation.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at http://www.aon.com/market_relationships for a current listing of insurance and reinsurance carriers in which Aon Corporate and its affiliates hold any ownership interest.

Applicant or agent signature: _____ Date: _____
Printed name: _____ Title: _____

If an agent: Check here to acknowledge you are signing on behalf of the named insured. ☐

Named Insured (from page 3): _____

IMPORTANT INFORMATION. PLEASE READ AND SIGN.

Lead Management Order Form

2015 Cloud Partners September 16 - 18, 2015 ▪ Boston, Massachusetts

Order online: <https://exhibitor.experientswap.com> Access Code: KVDFRN

Exhibiting Company: _____ Booth #: _____
 Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): _____
 Contact Name: _____ Address: _____
 City: _____ State/Country: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

| Select your preferred system | on or before 7/22/15 | from 7/23/15 to 8/6/15 | after 8/6/15 | number of units | TOTAL |
|--|-------------------------|---------------------------|-----------------|--------------------|-------|
| SWAP® "3 Pack" One license and three activations. | \$499 | \$499 | \$499 | | \$ |
| Additional SWAP Activations Additional activations only available with purchase of SWAP "3 Pack" or the RT2000. | \$129 | \$129 | \$129 | | \$ |
| Optium™ RT2000 Call for Custom Survey Setup | \$470 | \$545 | \$575 | | \$ |
| RT2000 Portable Bluetooth printer | \$75 | \$100 | \$125 | | \$ |
| SWAP Enabled Tablet | \$399 | \$425 | \$475 | | \$ |
| Developer's Kit for Real Time Data Services (RTS)- for all exhibitors who use their own lead system. Experient will provide all of the information you need to access our registration database in real time. This includes instructions for your IT Department to set up the data transfer, delivery of all access credentials necessary for downloads, and customer support if necessary. You can choose whether you want to pull data in real time, nightly or at the end of the event. | \$650 | \$650 | \$650 | | \$ |
| See page 2 for system descriptions and requirements. | | | | | |
| Sub-Total | | | | | \$ |
| 6.25% Sales Tax | | | | | \$ |
| System Total | | | | | \$ |

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

| Options | on or before 7/22/15 | from 7/23/15 to 8/6/15 | after 8/6/15 | number of units | TOTAL |
|---|-------------------------|---------------------------|-----------------|--------------------|-------|
| Delivery of Reader to Booth (Post show pickup not available) | \$100 | \$100 | \$100 | | \$ |
| Options Total | | | | | \$ |
| Preferred System and Options Total | | | | \$ _____ | |

Indicate Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)
☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: _____

Card #: _____ Exp: ____/____/____

Mail Orders to: Experient ▪ 5202 Presidents Court, Suite 310 ▪ Frederick, MD 21703

For Assistance Contact:

Georgia Martin

P: 866.297.5246

E: georgia.martin@experient-inc.com

Fax Credit Card Orders to:

301.694.3286

| Product Features & Options | SWAP | RT2000 | SWAP Tablet | Developer's Kit (for use with your own system) *See Note Below |
|-------------------------------------|------|-----------------|-------------|--|
| Capture leads anywhere | ✓ | ✓ | ✓ | * |
| Capture leads outside of show hours | ✓ | ✓ | ✓ | * |
| Take notes | ✓ | ✓ | ✓ | * |
| Custom lead qualifiers | ✓ | ✓ | ✓ | * |
| Handheld & Wireless | ✓ | ✓ | ✓ | * |
| No electricity required | ✓ | ✓ | ✓ | * |
| Leads consolidated in SWAP portal | ✓ | ✓ | ✓ | * |
| Leads in real time | ✓ | ✓ | ✓ | * |
| In booth printer | | <i>optional</i> | | * |

***NOTE: Available features for Developer's Kit will be based on device being used**



SWAP Feature Rating: ★★★★★★★★

- Download the app directly to your phone or device
- Custom lead qualifiers
- Lead retrieval is no longer limited to the show floor or by show hours
- All leads captured are consolidated in your SWAP Portal

Optium RT2000 Feature Rating: ★★★★★★★★

- A mobile method for capturing lead information
- Instant access to lead data; Follow-up can begin immediately
- Handheld and wireless unit; *No electricity required*
- All leads captured are consolidated in your SWAP Portal
- Booth activity can be monitored, in real time, from remote locations
- Custom survey available; Contact your Lead Management Specialist



SWAP & Android Tablet Package Feature Rating: ★★★★★★★★

- A high-tech mobile lead solution that stands alone OR compliments an existing strategy of a standard reader or multiple SWAP activations
- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your devices will be set-up and ready for lead collection with SWAP at the event
- All leads captured are consolidated in your SWAP Portal

Developer's Kit for Real Time Data Services Feature Rating: ★★

- All of the information you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Delivery of all access credentials necessary for downloads and customer support
- Choose whether you want to pull data in real time, nightly or at the end of the event



F R E E M A N

275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

CLOUD PARTNERS
SEPTEMBER 16 - 18, 2015
HYNES CONVENTION CENTER
BOSTON, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers and a 7" x 44" one-line ID sign.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted. The aisles will be carpeted in **tuxedo**.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Wednesday, August 26, 2015**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday September 15 2:00 PM - 5:00 PM *Booths 300 sq ft. and larger*

Wednesday September 16 8:00 AM - 3:00 PM

All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.

EXHIBIT HOURS

Wednesday September 16 4:00 PM - 7:00 PM

Thursday September 17 2:00 PM - 6:00 PM

Friday September 18 10:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT

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

Friday September 18 12:00 PM - 4:00 PM

All labor and outbound material handling services performed after 4:30 pm will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 4:00 PM on Friday, September 18.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 2:00 PM on Friday, September 18. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the next page.

VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

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

275 Bodwell Street
Avon, MA 02322
Phone: 508-894-5100 • Fax: 469-621-5608

FREEMAN TRANSPORTATION

800-995-3579 Toll Free US & Canada
817-607-5100 Local & International
Fax: 469-621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by Wednesday, August 26, 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 in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name
CLOUD PARTNERS
Booth # _____
C/O Freeman
25 Doherty Ave
Avon, MA 02322

PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning Monday, August 17 at the above address. Materials arriving after Wednesday, September 09 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, September 07, 2015 in observance of Labor Day. Shipments will not be accepted on this date.**

Show site shipping address:

Exhibiting Company Name
CLOUD PARTNERS
Booth # _____
C/O Freeman
Hynes Convention Center
900 Boylston Street
Cambria Street Entrance
Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at 2:00 PM on Tuesday, September 15. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

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 labor need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 508-894-5100.

WE APPRECIATE YOUR BUSINESS

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 508-894-5100 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 the deadline date listed on each form.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at 508-894-5100 with any questions or needs you may have.

F R E E M A N

275 Bodwell Street
Avon, MA 02322

Ph: 508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
AUGUST 26, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY/STATE/ZIP: _____ CUSTOMER # _____

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 the 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. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (404757) 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 ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

☐ **BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

| FURNISHINGS & ACCESSORIES | CARPET | RENTAL EXHIBITS & ACCESSORIES | INSTALLATION LABOR | DISMANTLE LABOR | ELECTRICAL LABOR | |
|---------------------------|----------------------|-------------------------------|--------------------|-----------------|------------------------|-------------|
| | | | | | | |
| MATERIAL HANDLING | RIGGING INSTALLATION | RIGGING DISMANTLE | SIGNS | TOTALFLEX | EXHIBIT TRANSPORTATION | GRAND TOTAL |
| | | | | | | |

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

TELL US WHAT YOU THINK!

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

<http://feedback.freemanco.com/?404757>

F R E E M A N

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
freemanboston@freemanco.com

CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FURNISHING essentials 2



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it with is so important. Freeman Furnishing Essentials has everything you need with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

seating

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

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



soho bistro table (page 3)

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

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



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

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

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



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

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

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



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

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



tables

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

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

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

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



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



display

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

draped or undraped table counters

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



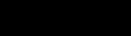








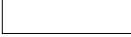
| | | | | | | | | |
|------------------------------|-----------|-----------|-----------|-----------|--|---|---|--|
| tables (30" height) | 3' | 4' | 6' | 8' |  <i>black</i> |  <i>blue</i> |  <i>brown</i> |  <i>dark green</i> |
| Draped | C130330 | C130430 | C130630 | C130830 | | | | |
| Draped on fourth side | | | C12404630 | C12404830 | | | | |
| Undraped | C131330 | C131430 | C131630 | C131830 |  <i>flax</i> |  <i>gold</i> |  <i>gray</i> |  <i>plum</i> |
| counters (42" height) | | | | |  <i>red</i> |  <i>white</i> | | |
| Draped | C130342 | C130442 | C130642 | C130842 | | | | |
| Draped on fourth side | | | C12404642 | C12404842 | | | | |
| Undraped | C131342 | C131442 | C131642 | C131842 | | | | |

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

display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



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 counter

Black

24"W 49"L 42"H – N72056



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



accessories

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



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

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

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

e. chrome easel
C220134

d. chrome coat tree
C220109

f. chrome bag rack
C220110

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

file cabinet with lock
Standard Size

two-drawer
15"W 29"L 28"H – N74082

four-drawer
15"W 29"L 50"H – N74081



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



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



corrugated wastebasket
C220106



wastebasket
Wastebasket color may vary.
C220107



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

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---------------|---------|--------------------------------|--------------|----------------|----------------|-------|
| CHAIRS | | | | | | |
| ___ | N71092 | Diva Counter Stool | \$272.45 | \$299.70 | \$381.45 | ___ |
| ___ | N71091 | Diva Chair..... | \$242.05 | \$266.25 | \$338.85 | ___ |
| ___ | N71048 | Gray Gaslift Stool w/Arms ... | \$359.60 | \$395.55 | \$503.45 | ___ |
| ___ | N71047 | Gray Gaslift Stool..... | \$362.80 | \$399.10 | \$507.90 | ___ |
| ___ | N71046 | Gray Gaslift Chair w/Arms... | \$362.80 | \$399.10 | \$507.90 | ___ |
| ___ | N71045 | Gray Gaslift Chair..... | \$285.50 | \$314.05 | \$399.70 | ___ |
| ___ | N71089 | Black Diamond Side Chair | \$135.80 | \$149.40 | \$190.10 | ___ |
| ___ | N71090 | Black Diamond Armchair | \$182.85 | \$201.15 | \$256.00 | ___ |
| ___ | N71088 | Black Diamond Stool | \$236.45 | \$260.10 | \$331.05 | ___ |
| ___ | C210108 | Limerick® Chair | | | | |
| ___ | | by Herman Miller..... | \$107.70 | \$118.45 | \$150.80 | ___ |
| ___ | C210109 | Limerick® Stool | | | | |
| ___ | | by Herman Miller..... | \$153.65 | \$169.00 | \$215.10 | ___ |

TABLES

| | | | | | | |
|-----|---------|-----------------------------------|----------|----------|----------|-----|
| ___ | C115103 | Studio Black Cocktail Table | \$117.10 | \$128.80 | \$163.95 | ___ |
| ___ | C115104 | Studio Black End Table | \$117.10 | \$128.80 | \$163.95 | ___ |

Pedestal Tables - SoHo Series

| | | | | | | |
|-----|--------|--------------------------------------|----------|----------|----------|-----|
| ___ | N72066 | Black-Top Mini 18"H x 18"W | \$169.90 | \$186.90 | \$237.85 | ___ |
| ___ | N72069 | Black-Top Cafe 30"H x 24"W | \$265.55 | \$292.10 | \$371.75 | ___ |
| ___ | N72070 | Black-Top Bistro 42"H x 24"W | \$265.55 | \$292.10 | \$371.75 | ___ |
| ___ | N72067 | Black-Cafe Table 30"H x 36"W | \$265.55 | \$292.10 | \$371.75 | ___ |
| ___ | N72068 | Black-Bistro Table 42"H x 36"W | \$265.55 | \$292.10 | \$371.75 | ___ |

Pedestal Tables - Chelsea Series - Butcher Block Top

| | | | | | | |
|-----|---------|--------------------------------|----------|----------|----------|-----|
| ___ | N72063 | Cafe Table 30"H x 30"W | \$211.85 | \$233.05 | \$296.60 | ___ |
| ___ | N72064 | Cafe Table 30"H x 36"W | \$211.85 | \$233.05 | \$296.60 | ___ |
| ___ | N720163 | Bistro Table 42"H x 30"W | \$211.85 | \$233.05 | \$296.60 | ___ |
| ___ | N720164 | Bistro Table 42"H x 36"W | \$211.85 | \$233.05 | \$296.60 | ___ |

DISPLAY FURNITURE

| | | | | | | |
|-----|--------|-----------------------------------|----------|----------|----------|-----|
| ___ | N72056 | Display Counter | \$257.40 | \$283.15 | \$360.35 | ___ |
| ___ | N75079 | Orion Computer Kiosk | \$396.50 | \$436.15 | \$555.10 | ___ |
| ___ | N75030 | Black Display Cube/Small ... | \$256.80 | \$282.50 | \$359.50 | ___ |
| ___ | N75031 | Black Display Cube/Med..... | \$274.90 | \$302.40 | \$384.85 | ___ |
| ___ | N75032 | Black Display Cube/Large ... | \$311.85 | \$343.05 | \$436.60 | ___ |
| ___ | N75020 | Black Display Cylinder/Low | \$220.05 | \$242.05 | \$308.05 | ___ |
| ___ | N75021 | Black Display Cylinder/Med..... | \$220.05 | \$242.05 | \$308.05 | ___ |
| ___ | N75022 | Black Display Cylinder/High | \$220.05 | \$242.05 | \$308.05 | ___ |

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|--|-----------|--------------------------------|--------------|----------------|----------------|-------|
| DISPLAY FURNITURE (continued) | | | | | | |
| Draped Tables - Tables are 24" wide | | | | | | |
| <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White | | | | | | |
| ___ | C130330 | Draped Table 3'L x 30"H..... | N/A | N/A | N/A | ___ |
| ___ | C130430 | Draped Table 4'L x 30"H..... | \$199.75 | \$219.75 | \$279.65 | ___ |
| ___ | C130630 | Draped Table 6'L x 30"H..... | \$242.45 | \$266.70 | \$339.45 | ___ |
| ___ | C130830 | Draped Table 8'L x 30"H | \$278.15 | \$305.95 | \$389.40 | ___ |
| ___ | C12404630 | 4th Side Drape 6' x 30"H | \$45.00 | \$49.50 | \$63.00 | ___ |
| ___ | C12404830 | 4th Side Drape 8' x 30"H | \$45.00 | \$49.50 | \$63.00 | ___ |
| ___ | C130342 | Draped Counter 3'L x 42"H..... | N/A | N/A | N/A | ___ |
| ___ | C130442 | Draped Counter 4'L x 42"H..... | \$252.75 | \$278.05 | \$353.85 | ___ |
| ___ | C130642 | Draped Counter 6'L x 42"H..... | \$300.40 | \$330.45 | \$420.55 | ___ |
| ___ | C130842 | Draped Counter 8'L x 42"H..... | \$330.60 | \$363.65 | \$462.85 | ___ |
| ___ | C12404642 | 4th Side Drape 6' x 42"H..... | \$62.80 | \$69.10 | \$87.90 | ___ |
| ___ | C12404842 | 4th Side Drape 8' x 42"H..... | \$62.00 | \$69.10 | \$87.90 | ___ |

Undraped Tables - Tables are 24" wide

| | | | | | | |
|-----|---------|----------------------------------|----------|----------|----------|-----|
| ___ | C131330 | Undraped Table 3'L x 30"H..... | N/A | N/A | N/A | ___ |
| ___ | C131430 | Undraped Table 4' x 30"H..... | \$84.25 | \$92.70 | \$117.95 | ___ |
| ___ | C131630 | Undraped Table 6'L x 30"H..... | \$103.45 | \$113.80 | \$144.85 | ___ |
| ___ | C131830 | Undraped Table 8'L x 30"H..... | \$129.85 | \$142.85 | \$181.80 | ___ |
| ___ | C131342 | Undraped Counter 3'L x 42"H..... | N/A | N/A | N/A | ___ |
| ___ | C131442 | Undraped Counter 4'L x 42"H..... | \$114.50 | \$125.95 | \$160.30 | ___ |
| ___ | C131642 | Undraped Counter 6'L x 42"H..... | \$133.60 | \$146.95 | \$187.05 | ___ |
| ___ | C131842 | Undraped Counter 8'L x 42"H..... | \$161.65 | \$177.80 | \$226.30 | ___ |

Table Top Corrugated Risers

| | | | | | | |
|-----|----------|------------------------|---------|---------|---------|-----|
| ___ | C1504100 | Black 4'L x 7"H | | | | |
| ___ | | Corrugated Riser | \$59.45 | \$65.40 | \$83.25 | ___ |
| ___ | C1504101 | White 4'L x 7"H | | | | |
| ___ | | Corrugated Riser | \$59.45 | \$65.40 | \$83.25 | ___ |
| ___ | C1506100 | Black 6'L x 7"H | | | | |
| ___ | | Corrugated Riser | \$64.70 | \$71.15 | \$90.60 | ___ |
| ___ | C1506101 | White 6'L x 7"H | | | | |
| ___ | | Corrugated Riser | \$64.70 | \$71.15 | \$90.60 | ___ |
| ___ | C1508100 | Black 8'L x 7"H | | | | |
| ___ | | Corrugated Riser | \$69.95 | \$76.95 | \$97.95 | ___ |
| ___ | C1508101 | White 8'L x 7"H | | | | |
| ___ | | Corrugated Riser | \$69.95 | \$76.95 | \$97.95 | ___ |

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

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|--------------------------------------|----------|------------------------|-----------------|----------------|----------------|-------|
| DISPLAY FURNITURE (continued) | | | | | | |
| Table Top Corrugated Risers | | | | | | |
| _____ | C1504200 | Black 4'L x 14"H | | | | |
| | | Corrugated Riser | \$87.45 | \$96.20 | \$122.45 | _____ |
| _____ | C1504201 | White 4'L x 14"H | | | | |
| | | Corrugated Riser | \$87.45 | \$96.20 | \$122.45 | _____ |
| _____ | C1506200 | Black 6'L x 14"H | | | | |
| | | Corrugated Riser | \$97.00 | \$106.70 | \$135.80 | _____ |
| _____ | C1506201 | White 6'L x 14"H | | | | |
| | | Corrugated Riser | \$97.00 | \$106.70 | \$135.80 | _____ |
| _____ | C1508200 | Black 8'L x 14"H | | | | |
| | | Corrugated Riser | \$106.65 | \$117.30 | \$149.30 | _____ |
| _____ | C1508201 | White 8'L x 14"H | | | | |
| | | Corrugated Riser | \$106.65 | \$117.30 | \$149.30 | _____ |

| | | | | | | |
|--------------------|-----------|-------------------------------|-----------------|----------|----------|-------|
| ACCESSORIES | | | | | | |
| _____ | C220121 | Chrome Stanchion w/belt | \$100.35 | \$110.40 | \$140.50 | _____ |
| _____ | C220118 | Chrome Sign Holder | \$190.15 | \$209.15 | \$266.20 | _____ |
| _____ | C750136 | Flat Literature Rack | \$205.35 | \$225.90 | \$287.50 | _____ |
| _____ | C220109 | Chrome Coat Tree | \$68.95 | \$75.85 | \$96.55 | _____ |
| _____ | C220134 | Chrome Easel | \$58.35 | \$64.20 | \$81.70 | _____ |
| _____ | C220110 | Chrome Bag Rack | \$151.55 | \$166.70 | \$212.15 | _____ |
| _____ | C220107 | Wastebasket | \$24.50 | \$26.95 | \$34.30 | _____ |
| _____ | C220106 | Corrugated Wastebasket | \$24.50 | \$26.95 | \$34.30 | _____ |
| _____ | N75057 | Small Refrigerator | \$476.80 | \$524.50 | \$667.50 | _____ |
| _____ | N74082 | File Cabinet/2 Drawer | \$220.05 | \$242.05 | \$308.05 | _____ |
| _____ | N74081 | File Cabinet/4Drawer | \$285.50 | \$314.05 | \$399.70 | _____ |
| _____ | C10201484 | Bulletin Board | \$307.30 | \$338.05 | \$430.20 | _____ |

| Special Drape | | | | | | | | | |
|--------------------------|-------|-----------------------------------|----------------|--------------------------|---------|--------------------------|------------|--------------------------|-------|
| <input type="checkbox"/> | Black | <input type="checkbox"/> | Blue | <input type="checkbox"/> | Brown | <input type="checkbox"/> | Dark Green | <input type="checkbox"/> | Flax |
| <input type="checkbox"/> | Gold | <input type="checkbox"/> | Gray | <input type="checkbox"/> | Plum | <input type="checkbox"/> | Red | <input type="checkbox"/> | White |
| _____ | 12103 | Special Drape 3'H (per ft.) | \$20.10 | \$22.10 | \$28.15 | | | | |
| _____ | 12108 | Special Drape 8'H (per ft.) | \$27.85 | \$30.65 | \$39.00 | | | | |

TOTAL COST

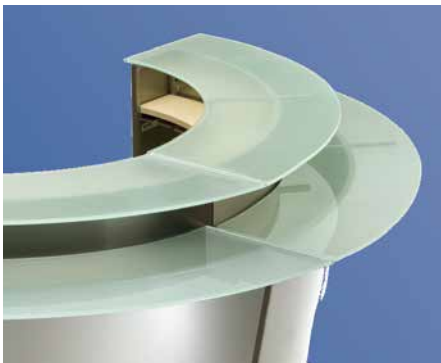
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SELECT furnishings2



Your exhibit comes to life with Select Furnishings from Freeman.

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



seating

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

naples



chair
Black Leather
36”L 30”D 28”H – 810119



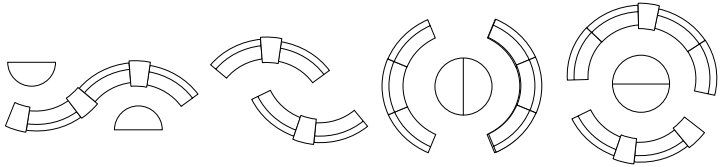
loveseat
Black Leather
62”L 30”D 28”H – 830120



sofa
Black Leather
87”L 30”D 28”H – 830119

south beach

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



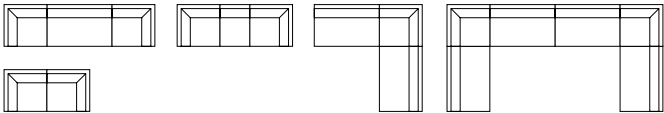
sofa
Platinum Suede
69”L 29”D 33”H – 8301



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

heathrow

possible configurations:



armless chair
Black Leather
24”L 24”D 28”H – 810116



corner chair
Black Leather
24”L 24”D 28”H – 810117



sofa
Black Leather
48”L 24”D 28”H – 830116

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

seating



allegro

chair
Blue Fabric
36”L 34.5”D 30”H – 81019

sofa
Blue Fabric
73”L 34.5”D 29.5”H – 83015



tangiers

chair
Beige Fabric
34”L 37”D 36”H – 81018

sofa
Beige Fabric
78”L 37”D 36”H – 83018



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

endless square
Black Leather – 815123
White Leather – 815122
34”L 34”D 15”H



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



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



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



edge LED cube
High Density Plastic
20”L 20”D 20”H – 81526



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



occasional chairs

t-vac chair

Translucent/Chrome Legs
25”L 23”D 30”H – 8101



swanson chair

White Vinyl
28”L 25”D 18”H – 810875



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



christopher chair

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



iso mesh pull-up chair

Black Vinyl/Black Steel
26”L 24”D 38”H – 810707



occasional chairs

razor armless chair

High Density Plastic

15.38"L 15.5"D 30.5"H – 810837



new york chair

Onyx/Maple Wood/Chrome

23"L 32"D 33"H – 81090



panton chair

White Plastic

20"L 24"D 33"H – 81017



jetson chair

Black Vinyl/Black Steel

19"L 18"D 31"H – 810702



madden chair

Light Gray Vinyl

27"L 32"D 33"H – 810843



wendy chair

Clear Acrylic

15"L 19.7"D 35.8"H – 810847



occasional chairs

berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



conference chairs

luxor executive chair

Black Leather

27"L 28"D 47"H

Adjustable – 810807



labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



pro executive chair

White Vinyl

27.5"L 27.5"D 45.7"H – 810844



perth highback chair

Black Leather/Chrome

23"L 21"D 43"H

Adjustable – 810813



conference chairs

altura conference/
guest chair

Black Fabric/Black Steel
25”L 20”D 34”H – 81063



altura junior executive chair

Black Fabric
25”L 25”D 37”H
Adjustable – 81073



flex chair

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



bars & barstools

lift barstool

Gray Vinyl/Chrome
15” Round 23-33.5”H
Adjustable – 810842



ICE barstool

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

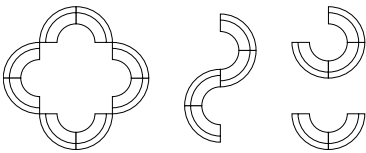


bars & barstools

martini bar

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

possible configurations:



lift hydraulic barstool

Gray Fabric/Chrome – 810872
Red Fabric/Chrome – 810873
Black Fabric/Chrome – 810871
White Fabric/Chrome – 810870
15” Round, 23-33.5”H Adjustable



Tables in coordinating colors are available upon request.

bars & barstools

oslo barstool

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



zoey barstool

White Vinyl/Chrome – 810840
Black Vinyl/Chrome – 810834
15”L 17”D 31-35”H



banana barstool

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



gin barstool

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



jetson barstool

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



shark swivel barstool

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



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

occasional end & cocktail tables



inspiration

end table

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

table

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



geo

end table

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

table

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



sydney

end table

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

table

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



silverado

end table

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

table

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



occasional end & cocktail tables



oliver
end table
Walnut Finish
22" Round 22"H – 82088
table
Walnut Finish
47"L 27"D 19"H – 82087



mosaic table (set of 3)
Metal/Wood – 820846
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H



aura round table
White Metal
15" Round 22"H – 820844



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



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



geo square-round table
Glass/Black Steel – 82043
Glass/Chrome – 82044
42"L 42"D 29"H



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



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



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



conference tables

8’ rectangular conference table
Granite
96”L 46”D 29”H – 820115

6’ oval conference table
Graphite Nebula
72”L 42”D 29”H – 820203

42” round white conference table
White Laminate
42” Round – 820708



office

executive desk
Mahogany
60”L 30”D 29”H – 898613



5 shelf bookcase
Mahogany
36”L 13”D 71”H – 898609



storage credenza
Mahogany
72”L 24”D 29”H – 898611



computer / desk / table

work desk
White Powder Coat
48”L 24”D 30”H – 820706



merlin table
Gray Laminate
46”L 29”D 30”H – 820707



rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

e table
Wood
15.5”L 27.5”D 21”H – 820845
Some configurations require two tables. Only one table per order.

possible configurations:



rustique chair with arms
Gunmetal
20”L 18”D 31”H – 810841



rustique barstool
Gunmetal
13”L 13”D 30”H – 810839



timber table
Wood
16” Round 27.5”D 17”H – 820843



product display

etagere

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



literature rack

Black Molded Plastic Stand
16”L 17”D 55”H – 85079



locking door pedestal

Black Laminate
24”L 24”D 42”H – 85078



lighting

mason table lamp*

White/Brushed Silver
16” Round 26”H – 850707



mason floor lamp*

White/Brushed Silver
18” Round 55”H – 850708



tuxedo desk lamp*

White/Black Shade Black Metal
15” Round 28.75”H – 850710



refrigerators

refrigerator*

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



*Electrical power must be ordered seperately.

tablet stand

mobile tablet stand

White – 850714
Black – 850715
14”L 13”D 44.5”H

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



tablet stand accessories

brochure holder*

Black – 850711
8.625”L 1.1”D 11.325”H



wireless printer holder*

Black – 850712
3.3”L 1.9”D 5.28”H



charging shelf*

Black – 850713
14.85”L 7.17”D 1”H



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| SEATING | | | | | | |
| Naples Group - Black Leather | | | | | | |
| _____ | 810119 | Chair | \$555.85 | \$611.45 | \$778.20 | \$ _____ |
| _____ | 830120 | Loveseat | \$660.25 | \$726.25 | \$924.35 | \$ _____ |
| _____ | 830119 | Sofa | \$823.15 | \$905.45 | \$1152.40 | \$ _____ |
| Heathrow Group - Black Leather | | | | | | |
| _____ | 810116 | Armless Chair | \$417.15 | \$458.85 | \$584.00 | \$ _____ |
| _____ | 810117 | Corner Chair | \$489.50 | \$538.45 | \$685.30 | \$ _____ |
| _____ | 830116 | Sofa | \$709.20 | \$780.10 | \$992.90 | \$ _____ |
| South Beach Group - Platinum Suede | | | | | | |
| _____ | 8301 | Sofa | \$717.15 | \$788.85 | \$1004.00 | \$ _____ |
| _____ | 8151 | Ottoman | \$312.70 | \$343.95 | \$437.80 | \$ _____ |
| Key West Group - Black Fabric | | | | | | |
| _____ | 8307 | Loveseat | \$646.20 | \$710.80 | \$904.70 | \$ _____ |
| _____ | 8306 | Sofa | \$710.70 | \$781.85 | \$995.00 | \$ _____ |
| _____ | 8103 | Tub Chair | \$449.25 | \$494.20 | \$628.95 | \$ _____ |
| Allegro Group - Blue Fabric | | | | | | |
| _____ | 81019 | Chair | \$461.05 | \$507.15 | \$645.45 | \$ _____ |
| _____ | 83015 | Sofa | \$735.85 | \$809.45 | \$1030.20 | \$ _____ |
| Tangiers Group - Beige Fabric | | | | | | |
| _____ | 810118 | Chair | \$486.70 | \$535.35 | \$681.40 | \$ _____ |
| _____ | 830118 | Sofa | \$686.95 | \$755.65 | \$961.75 | \$ _____ |
| Roma Group - White Vinyl | | | | | | |
| _____ | 81020 | Chair | \$515.55 | \$567.10 | \$721.75 | \$ _____ |
| _____ | 83016 | Sofa | \$799.00 | \$878.90 | \$1118.60 | \$ _____ |
| CASUAL SEATING | | | | | | |

| | | | | | | |
|--------------------------|--------|--|----------|----------|-----------|----------|
| Ottomans | | | | | | |
| _____ | 815123 | Endless Square - Black Leather | \$345.55 | \$380.10 | \$483.75 | \$ _____ |
| _____ | 815122 | Endless Square - White Leather | \$345.55 | \$380.10 | \$483.75 | \$ _____ |
| _____ | 815121 | Bench - Black Leather | \$430.30 | \$473.35 | \$602.40 | \$ _____ |
| _____ | 815120 | Bench - White Leather | \$430.30 | \$473.35 | \$602.40 | \$ _____ |
| _____ | 81513 | Half Round - Black Leather | \$449.25 | \$494.20 | \$628.95 | \$ _____ |
| _____ | 81514 | Half Round - White Leather | \$449.25 | \$494.20 | \$628.95 | \$ _____ |
| Cubes | | | | | | |
| _____ | 81518 | Vibe - Blue Vinyl | \$129.45 | \$142.40 | \$181.25 | \$ _____ |
| _____ | 81520 | Vibe - Pink Vinyl | \$129.45 | \$142.40 | \$181.25 | \$ _____ |
| _____ | 81519 | Vibe - Red Vinyl | \$129.45 | \$142.40 | \$181.25 | \$ _____ |
| _____ | 81517 | Vibe - Yellow Vinyl | \$129.45 | \$142.40 | \$181.25 | \$ _____ |
| _____ | 81525 | Vibe - Orange Vinyl | \$129.45 | \$142.40 | \$181.25 | \$ _____ |
| _____ | 81511 | Leather Cube - White Leather | \$124.35 | \$136.80 | \$174.10 | \$ _____ |
| _____ | 81512 | Leather Cube - Black Leather | \$124.35 | \$136.80 | \$174.10 | \$ _____ |
| _____ | 81526 | Edge LED Cube - High Density Plastic | \$230.55 | \$253.60 | \$322.75 | \$ _____ |
| Occasional Chairs | | | | | | |
| _____ | 8102 | Madrid Chair - Black Leather | \$896.70 | \$986.35 | \$1255.40 | \$ _____ |
| _____ | 810816 | Madrid Chair - White Leather | \$890.65 | \$979.70 | \$1246.90 | \$ _____ |
| _____ | 810835 | Meeting Chair (Espresso) - Leather/Wood Legs | \$244.65 | \$269.10 | \$342.50 | \$ _____ |
| _____ | 810836 | Meeting Chair (Taupe) - Microfiber/Wood Legs | \$320.55 | \$352.60 | \$448.75 | \$ _____ |
| _____ | 8101 | T-vac Chair - Translucent/Chrome | \$350.75 | \$385.85 | \$491.05 | \$ _____ |
| _____ | 810875 | Swanson Chair - White Vinyl | \$267.00 | \$293.70 | \$373.80 | \$ _____ |
| _____ | 810814 | ICE Side Chair - Transparent/Chrome | \$235.65 | \$259.20 | \$329.90 | \$ _____ |
| _____ | 810838 | Fusion Chair Black/White | \$168.70 | \$185.55 | \$236.20 | \$ _____ |
| _____ | 810846 | Christopher Chair - White Vinyl/Chrome | \$147.30 | \$162.05 | \$206.20 | \$ _____ |
| _____ | 810707 | ISO Mesh Pull-up Chair - Black Vinyl/Black Steel | \$340.45 | \$374.50 | \$476.65 | \$ _____ |
| _____ | 810837 | Razor Armless Chair - High Density Plastic | \$129.35 | \$142.30 | \$181.10 | \$ _____ |
| _____ | 81090 | New York Chair - Onyx/Maple Wood/Chrome | \$212.55 | \$233.80 | \$297.55 | \$ _____ |
| _____ | 81017 | Panton Chair - White Plastic | \$216.05 | \$237.65 | \$302.45 | \$ _____ |
| _____ | 810702 | Jetson Chair - Black Vinyl/Black Steel | \$212.55 | \$233.80 | \$297.55 | \$ _____ |

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| CASUAL SEATING | | | | | | |
| Occasional Chairs (continued) | | | | | | |
| | 810843 | Madden Chair - Light Gray Vinyl..... | \$486.70 | \$535.35 | \$681.40 | \$ |
| | 810847 | Wendy Chair - Clear Acrylic..... | \$136.30 | \$149.95 | \$190.80 | \$ |
| | 810811 | Berlin Stack Chair - White & Red Plastic/Chrome | \$122.55 | \$134.80 | \$171.55 | \$ |
| | 810810 | Berlin Stack Chair - White & Black Plastic/Chrome | \$122.55 | \$134.80 | \$171.55 | \$ |
| Conference Chairs | | | | | | |
| | 810807 | Luxor Executive Chair - Black Leather | \$384.35 | \$422.80 | \$538.10 | \$ |
| | 810874 | Labrea Chair - Charcoal Gray Fabric | \$356.00 | \$391.60 | \$498.40 | \$ |
| | 81018 | Flex Chair - Black Plastic/Chrome | \$176.25 | \$193.90 | \$246.75 | \$ |
| | 81063 | Altura Conference/Guest Chair - Black Fabric/Black... Steel | \$359.40 | \$395.35 | \$503.15 | \$ |
| | 810813 | Perth Highback Chair - Black Leather/Chrome..... | \$272.40 | \$299.65 | \$381.35 | \$ |
| | 81073 | Altura Junior Executive Chair - Black Fabric | \$395.65 | \$435.20 | \$553.90 | \$ |
| | 810844 | Pro Executive Chair - White Vinyl | \$335.80 | \$369.40 | \$470.10 | \$ |
| Bars & Bar Stools | | | | | | |
| | 8501 | Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs | \$1555.05 | \$1710.55 | \$2177.05 | \$ |
| | 810872 | Lift Hydraulic Barstool - Grey Fabric/Chrome | \$182.60 | \$200.85 | \$255.65 | \$ |
| | 810873 | Lift Hydraulic Barstool - Red Fabric/Chrome | \$182.60 | \$200.85 | \$255.65 | \$ |
| | 810871 | Lift Hydraulic Barstool - Black Fabric/Chrome | \$182.60 | \$200.85 | \$255.65 | \$ |
| | 810870 | Lift Hydraulic Barstool - White Fabric/Chrome..... | \$182.60 | \$200.85 | \$255.65 | \$ |
| | 810202 | Shark Swivel Barstool - White Plastic/Chrome | \$308.90 | \$339.80 | \$432.45 | \$ |
| | 810103 | Banana Barstool - White Vinyl/Chrome | \$214.25 | \$235.70 | \$299.95 | \$ |
| | 810104 | Banana Barstool - Black Vinyl/Chrome | \$214.25 | \$235.70 | \$299.95 | \$ |
| | 810815 | ICE Barstool - Transparent/Chrome | \$251.35 | \$276.50 | \$351.90 | \$ |
| | 810505 | Gin Barstool - Maple Wood/Chrome..... | \$188.40 | \$207.25 | \$263.75 | \$ |
| | 810706 | Jetson Barstool - Black Vinyl/Black Steel | \$295.40 | \$324.95 | \$413.55 | \$ |
| | 810200 | Oslo Barstool - Blue Plastic/Chrome | \$269.55 | \$296.50 | \$377.35 | \$ |
| | 810201 | Oslo Barstool - White Plastic/Chrome | \$269.55 | \$296.50 | \$377.35 | \$ |
| | 810840 | Zoey Barstool - White Vinyl/Chrome..... | \$348.65 | \$383.50 | \$488.10 | \$ |
| | 810834 | Zoey Barstool - Black Vinyl/Chrome | \$348.65 | \$383.50 | \$488.10 | \$ |
| | 810842 | Lift Barstool - Gray Vinyl/Chrome | \$182.60 | \$200.85 | \$255.65 | \$ |

TABLES**Occasional End & Cocktail Tables**

| | | | | | | |
|--|--------|---|----------|----------|----------|----|
| | 82023 | Inspiration End Table - Tempered Glass/Painted Steel. | \$331.80 | \$365.00 | \$464.50 | \$ |
| | 82022 | Inspiration Table - Tempered Glass/Painted Steel..... | \$350.75 | \$385.85 | \$491.05 | \$ |
| | 82025 | Geo End Table - Glass/Black Steel..... | \$259.25 | \$285.20 | \$362.95 | \$ |
| | 82035 | Geo End Table - Glass/Chrome | \$259.25 | \$285.20 | \$362.95 | \$ |
| | 82024 | Geo Table - Glass/Black Steel | \$286.85 | \$315.55 | \$401.60 | \$ |
| | 82034 | Geo Table - Glass/Chrome | \$286.85 | \$315.55 | \$401.60 | \$ |
| | 82054 | Sydney End Table - Black Laminate/Brushed Steel..... | \$267.05 | \$293.75 | \$373.85 | \$ |
| | 82055 | Sydney End Table - White Laminate/Brushed Steel.... | \$267.05 | \$293.75 | \$373.85 | \$ |
| | 82052 | Sydney Table - Black Laminate/Brushed Steel..... | \$322.05 | \$354.25 | \$450.85 | \$ |
| | 82053 | Sydney Table - White Laminate/Brushed Steel..... | \$322.05 | \$354.25 | \$450.85 | \$ |
| | 82015 | Silverado End Table - Tempered Glass/Painted Steel. | \$286.85 | \$315.55 | \$401.60 | \$ |
| | 82014 | Silverado Table - Tempered Glass/Painted Steel..... | \$305.75 | \$336.35 | \$428.05 | \$ |
| | 82088 | Oliver End Table - Walnut Finish..... | \$160.80 | \$176.90 | \$225.10 | \$ |
| | 82087 | Oliver Table - Walnut Finish | \$204.05 | \$224.45 | \$285.65 | \$ |
| | 820846 | Mosaic Table (set of 3) - Metal/Wood | \$244.50 | \$268.95 | \$342.30 | \$ |
| | 820844 | Aura Round Table - White Metal | \$156.10 | \$171.70 | \$218.55 | \$ |
| | 82056 | Candy Table - White Plastic/Black Laminated | \$199.65 | \$219.60 | \$279.50 | \$ |
| | 82057 | Edge LED Lighted Table - White Plastic/Clear Acrylic. | \$230.55 | \$253.60 | \$322.75 | \$ |
| | 82043 | Geo Square-Round Table - Glass/Black Steel..... | \$505.95 | \$556.55 | \$708.35 | \$ |
| | 82044 | Geo Square-Round Table - Glass/Chrome | \$505.95 | \$556.55 | \$708.35 | \$ |

Conference Table

| | | | | | | |
|--|-------|---|----------|----------|----------|----|
| | 82060 | Nova White Oval Table - White Laminate/Chrome | \$529.15 | \$582.05 | \$740.80 | \$ |
| | 82033 | Manhattan Table - Glass/Black Steel..... | \$342.10 | \$376.30 | \$478.95 | \$ |
| | 82041 | Geo Conference Table - Glass/Black Steel..... | \$421.65 | \$463.80 | \$590.30 | \$ |
| | 82051 | Geo Conference Table - Glass/Chrome | \$421.65 | \$463.80 | \$590.30 | \$ |
| | 82058 | Communal Table 30" H (Maple with Grommets)..... | \$465.60 | \$512.15 | \$651.85 | \$ |
| | 82059 | Communal Table 42" H (Maple with Grommets)..... | \$496.60 | \$546.25 | \$695.25 | \$ |
| | 82067 | Communal Table 30"H - Maple Solid | \$465.60 | \$512.15 | \$651.85 | \$ |
| | 82068 | Communal Table 42"H - Maple Solid..... | \$496.60 | \$546.25 | \$695.25 | \$ |
| | 82063 | Communal Table 30"H - White Solid | \$465.60 | \$512.15 | \$651.85 | \$ |
| | 82066 | Communal Table 42"H - White Solid | \$496.60 | \$546.25 | \$695.25 | \$ |

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|-----|--------|-------------|--------------|----------------|----------------|-------|

TABLES**Conference Tables (Continued)**

| | | | | | |
|--------|--|----------|----------|----------|----|
| 820115 | 8' Rectangular Conference Table - Granite..... | \$540.55 | \$594.60 | \$756.75 | \$ |
| 820203 | 6' Oval Conference Table - Graphite Nebula | \$660.25 | \$726.30 | \$924.35 | \$ |
| 820708 | 42" Round White Conference Table - White Laminate. | \$609.05 | \$669.95 | \$852.65 | \$ |

Computer / Desk / Table

| | | | | | |
|--------|----------------------------------|----------|----------|----------|----|
| 898613 | Executive Desk - Mahogany | \$505.55 | \$556.10 | \$707.75 | \$ |
| 898609 | 5 Shelf Bookcase - Mahogany..... | \$505.55 | \$556.10 | \$707.75 | \$ |
| 898611 | Storage Credenza - Mahogany..... | \$362.85 | \$399.15 | \$508.00 | \$ |

Computer / Desk / Table

| | | | | | |
|--------|------------------------------------|----------|----------|----------|----|
| 820706 | Work Desk - White Powder Coat..... | \$381.00 | \$419.10 | \$533.40 | \$ |
| 820707 | Merlin Table - Gray Laminate..... | \$482.95 | \$531.25 | \$676.15 | \$ |

RUSTIQUE COLLECTION

| | | | | | |
|--------|--|----------|----------|----------|----|
| 820845 | Rustique E Table - Wood | \$206.25 | \$226.90 | \$288.75 | \$ |
| 810841 | Rustique Chair with Arms - Gunmetal..... | \$147.30 | \$162.05 | \$206.20 | \$ |
| 810839 | Rustique Barstool - Gunmetal | \$147.30 | \$162.05 | \$206.20 | \$ |
| 820843 | Rustique Timber Table - Wood | \$176.75 | \$194.45 | \$247.45 | \$ |

PRODUCT DISPLAYS, TABLET STANDS & MORE**Product Display**

| | | | | | |
|--------|---|----------|----------|----------|----|
| 850604 | Etagere - Black | \$355.90 | \$391.50 | \$498.25 | \$ |
| 850605 | Etagere - Silver | \$355.90 | \$391.50 | \$498.25 | \$ |
| 85079 | Literature Rack - Black Molded Plastic Stand..... | \$232.30 | \$255.40 | \$325.20 | \$ |
| 85078 | Locking Door Pedestal - Black Laminate..... | \$528.80 | \$581.70 | \$740.30 | \$ |

Refrigerator

| | | | | | |
|---------|----------------------------|----------|----------|-----------|----|
| 8503001 | Refrigerator - White | \$888.05 | \$976.85 | \$1243.25 | \$ |
|---------|----------------------------|----------|----------|-----------|----|

Lighting

| | | | | | |
|--------|---|----------|----------|----------|----|
| 850707 | Mason Table Lamp - White/Brushed Silver..... | \$145.35 | \$159.90 | \$203.50 | \$ |
| 850708 | Mason Floor Lamp - White/Brushed Silver..... | \$213.45 | \$234.80 | \$298.85 | \$ |
| 850710 | Tuxedo Desk Lamp - White/Black Shade Black Metal. | \$174.00 | \$191.40 | \$243.60 | \$ |

Tablet Stands

| | | | | | |
|--------|-----------------------------------|----------|----------|----------|----|
| 850714 | Mobile Tablet Stand - White | \$359.35 | \$395.30 | \$503.10 | \$ |
| 850715 | Mobile Tablet Stand - Black | \$359.35 | \$395.30 | \$503.10 | \$ |

Tablet Stand Accessories

| | | | | | |
|--------|--------------------------------------|---------|---------|---------|----|
| 850711 | Brochure Holder - Black..... | \$35.35 | \$38.90 | \$49.50 | \$ |
| 850712 | Wireless Printer Holder - Black..... | \$35.35 | \$38.90 | \$49.50 | \$ |
| 850713 | Charging Shelf - Black | \$35.35 | \$38.90 | \$49.50 | \$ |

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- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

prestige CARPET

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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

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*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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classic CARPET

custom cut

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standard cut

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black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

| | | | | | Online Price | Discount Price | Standard Price | Total |
|------------------|---|----|------|----|--------------|----------------|----------------|-------|
| 1 - 700 sq. ft. | Booth Size: _____ x _____ = _____ sq. ft. @ | \$ | 6.00 | \$ | 6.60 | \$ | 8.40 | _____ |
| Over 700 sq. ft. | Booth Size: _____ x _____ = _____ sq. ft. @ | \$ | 5.50 | \$ | 6.05 | \$ | 7.70 | _____ |

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

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

| | | | | | Online Price | Discount Price | Standard Price | Total |
|------------------|---|----|------|----|--------------|----------------|----------------|-------|
| 1 - 700 sq. ft. | Booth Size: _____ x _____ = _____ sq. ft. @ | \$ | 5.50 | \$ | 6.05 | \$ | 7.70 | _____ |
| Over 700 sq. ft. | Booth Size: _____ x _____ = _____ sq. ft. @ | \$ | 4.25 | \$ | 4.70 | \$ | 5.95 | _____ |

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

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

CHOOSE YOUR CARPET COLOR:

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

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

| | | | | | Online Price | Discount Price | Standard Price | Total |
|-------------|---|----|------|----|--------------|----------------|----------------|-------|
| Per sq. ft. | Booth Size: _____ x _____ = _____ sq. ft. @ | \$ | 3.70 | \$ | 4.05 | \$ | 5.20 | _____ |

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

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

CHOOSE YOUR CARPET COLOR:

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

| Qty | Description | Online Price | Discount Price | Standard Price | Total |
|-------|-------------------------------|--------------|----------------|----------------|-------|
| _____ | 9' x 10' Classic Carpet | \$ 251.80 | \$ 277.00 | \$ 352.55 | _____ |
| _____ | 9' x 20' Classic Carpet | \$ 608.20 | \$ 669.00 | \$ 851.50 | _____ |
| _____ | 9' x 30' Classic Carpet | \$ 912.30 | \$ 1,003.55 | \$ 1,277.20 | _____ |
| _____ | 9' x 40' Classic Carpet | \$ 1,216.40 | \$ 1,338.05 | \$ 1,702.95 | _____ |

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

| Qty | Description | Online Price | Discount Price | Standard Price | Total |
|-------|--|--------------|----------------|----------------|-------|
| _____ | 9' x 10' Carpet Padding | \$ 159.30 | \$ 175.25 | \$ 223.00 | _____ |
| _____ | 9' x 20' Carpet Padding | \$ 318.60 | \$ 350.45 | \$ 446.05 | _____ |
| _____ | 9' x 30' Carpet Padding | \$ 477.90 | \$ 525.70 | \$ 669.05 | _____ |
| _____ | 9' x 40' Carpet Padding | \$ 637.20 | \$ 700.90 | \$ 892.10 | _____ |
| _____ | Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.) | \$ 1.77 | \$ 1.95 | \$ 2.50 | _____ |
| _____ | Carpet Padding - 1/2" (Over 700 sq. ft.)(price per sq. ft.) | \$ 1.41 | \$ 1.55 | \$ 1.95 | _____ |
| _____ | Plastic Covering (price per sq. ft.)..... | \$ 1.41 | \$ 1.55 | \$ 1.95 | _____ |

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

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

TOTAL COST

| | | | | |
|------------|---|-----------|---|------------|
| Sub- Total | + | 6.25% Tax | = | Total Cost |
|------------|---|-----------|---|------------|

carpet
FREEMAN

Take advantage of the Online price
by ordering at www.freemanco.com/store
before AUGUST 26, 2015

RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

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

F R E E M A N



Package 3



Package 3 upgraded with graphics and cabinet



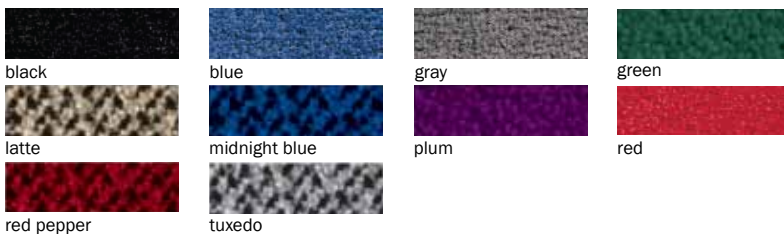
Package 4



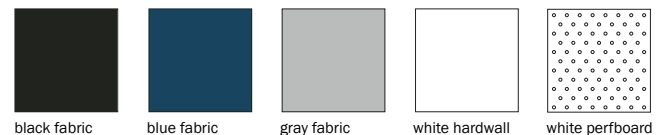
Package 4 upgraded with graphics and cabinet

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

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



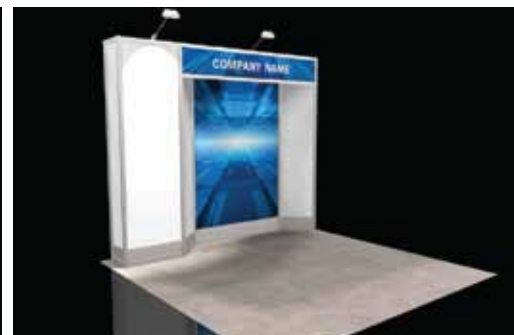
Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

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

Questions?

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

To view additional custom designs



Cabinets & Counters



Colored Panels



www.freemanco.com/customexhibits

F R E E M A N

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
freemanboston@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
AUGUST 26, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(508) 894-5100** to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

| | | Discount Price | Standard Price | | Discount Price | Standard Price |
|-----------|------------------------------------|-------------------|-------------------|------------------------------------|-------------------|-------------------|
| Package 1 | <input type="checkbox"/> 10' x 10' | 3,212.25 | 4,497.15 | <input type="checkbox"/> 10' x 20' | 4,915.65 | 6,881.90 |
| Package 2 | <input type="checkbox"/> 10' x 10' | 1,991.50 | 2,788.10 | <input type="checkbox"/> 10' x 20' | 3,690.65 | 5,166.90 |
| Package 3 | <input type="checkbox"/> 10' x 10' | 2,657.25 | 3,720.15 | <input type="checkbox"/> 10' x 20' | 4,364.90 | 6,110.85 |
| Package 4 | <input type="checkbox"/> 10' x 10' | 2,701.25 | 3,781.75 | <input type="checkbox"/> 10' x 20' | 5,535.95 | 7,750.35 |
| Package 5 | <input type="checkbox"/> 10' x 10' | 2,831.90 | 3,964.65 | <input type="checkbox"/> 10' x 20' | 5,663.70 | 7,929.20 |
| Package 6 | <input type="checkbox"/> 10' x 10' | 2,952.50 | 4,133.50 | <input type="checkbox"/> 10' x 20' | 4,655.90 | 6,518.25 |

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

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

Check color choice

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

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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

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

| TOTAL COST | | |
|------------|---|------------|
| Sub-Total | + | 6.25 % Tax |
| | = | Total Cost |

F R E E M A N

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
freemanboston@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
AUGUST 26, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

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


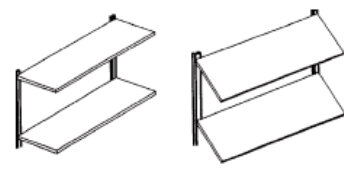
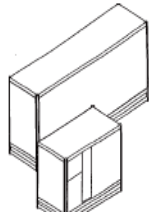
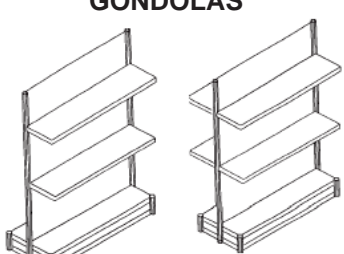

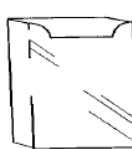
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

| | | |
|--|---|---|
| LIGHTS (use only on rentals)  | SHELVES (use only on rentals)  | CABINETS  |
| GONDOLAS  | RADIUS CABINET (does not have doors)  | LITERATURE POCKETS  |

| Qty | Part # | Description | Discount Price | Standard Price | Total |
|--|--------|--------------------------|----------------|----------------|-------|
| LIGHT FIXTURES | | | | | |
| (electrical service & labor to install lights not included) | | | | | |
| ___ | 172512 | Arm Light | 75.80 | 106.10 | ___ |
| ___ | 172514 | 4' Tracklight (3 lights) | 299.05 | 418.65 | ___ |
| ___ | 17252 | Halogen Light | 75.80 | 106.10 | ___ |

| CABINETS & LOCKS | | | | | |
|--|--------|-----------------------------|--------|--------|-----|
| Cabinets | | | | | |
| <input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC | | | | | |
| ___ | 17305 | 1M x ½M x 36" High..... | 405.75 | 568.05 | ___ |
| ___ | 17306 | 1M x ½M x 42" High..... | 405.75 | 568.05 | ___ |
| ___ | 17308 | 2M x ½M x 36" High..... | 592.30 | 829.20 | ___ |
| ___ | 17309 | 2M x ½M x 42" High..... | 592.30 | 829.20 | ___ |
| ___ | 173010 | 1M Radius x ½M x 36" High. | 632.90 | 886.05 | ___ |
| ___ | 173011 | 1M Radius x ½M x 42" High.. | 632.90 | 886.05 | ___ |
| (Radius Cabinets do not have doors) | | | | | |
| ___ | 17301 | Cabinet Lock | 17.00 | 23.80 | ___ |
| Inside Shelves Available Quoted on Request | | | | | |

| Qty | Part # | Description | Discount Price | Standard Price | Total |
|---|--------|------------------------------|----------------|----------------|-------|
| GONDOLAS | | | | | |
| Gondolas | | | | | |
| <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC | | | | | |
| ___ | 174541 | Single Sided 1M x 4' High... | 316.45 | 443.05 | ___ |
| ___ | 174542 | Double Sided 1M x 4' High.. | 421.95 | 590.75 | ___ |
| ___ | 174581 | Single Sided 1M x 8' High... | 474.75 | 664.65 | ___ |
| ___ | 174582 | Double Sided 1M x 8' High.. | 632.90 | 886.05 | ___ |

| SHELVES | | | | | |
|----------------|-------|-------------------------------|-------|--------|-----|
| ___ | 17201 | 1M Straight (37" x 12") | 75.80 | 106.10 | ___ |
| ___ | 17206 | 1M Angled (37" x 12") | 75.80 | 106.10 | ___ |

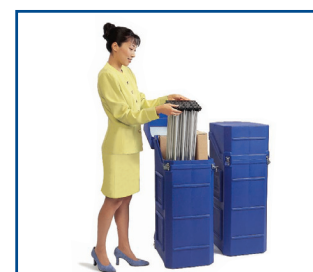
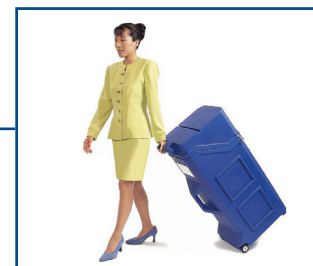
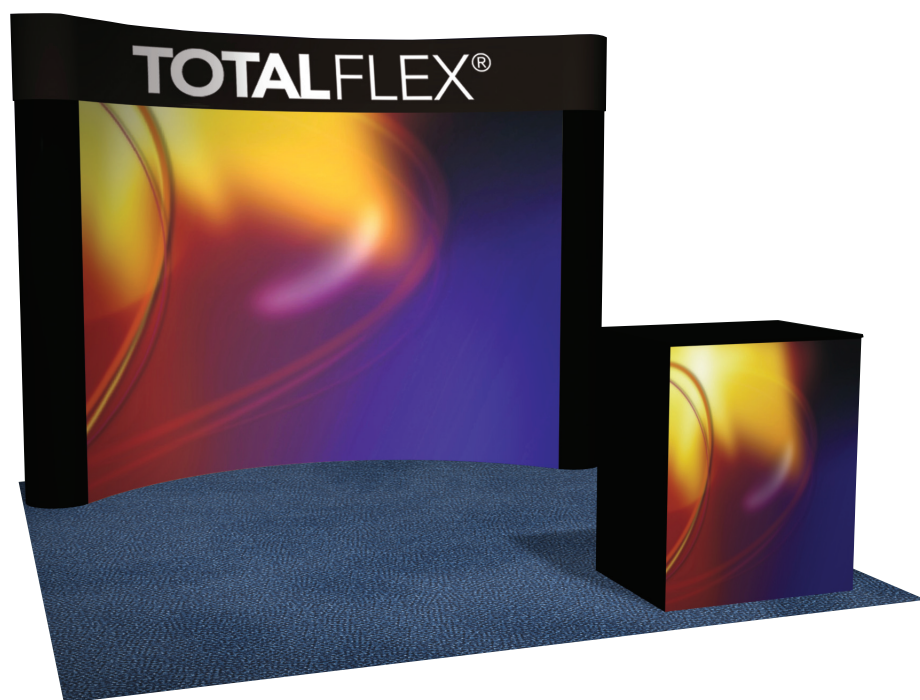
| LITERATURE POCKETS | | | | | |
|---------------------------|--------|------------------------------|-------|-------|-----|
| ___ | 174015 | For 8½ x 11 Literature | 32.10 | 44.95 | ___ |

| TOTAL COST | | | | | |
|-------------------|-----------|---|-----------|---|----------------|
| ___ | Sub-Total | + | 6.25% Tax | = | ___ Total Cost |

Don't see what you need?
Please call an Exhibitor Sales Specialist at (508) 894-5100.

TOTALFLEX[®]

By Freeman



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

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

floor units

8'w x 8'h Floor Standing Unit

10'w x 8'h Floor Standing Unit

table top units

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

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



F R E E M A N

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
freemanboston@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
AUGUST 26, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL

| Size | Discount Price | Standard Price | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| 40"H x 6"W | 1,059.50 | 1,483.30 | _____ | _____ |
| 40"H x 8"W | 1,229.85 | 1,721.80 | _____ | _____ |

PURCHASE*

| Size | Discount Price | Standard Price | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| 40"H x 6"W | 1,103.15 | 1,544.40 | _____ | _____ |
| 40"H x 8"W | 1,250.25 | 1,750.35 | _____ | _____ |

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

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

Table Drape:

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

FLOOR UNIT



RENTAL

| Size | Discount Price | Standard Price | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| 8'H x 8'W | 1,738.40 | 2,433.75 | _____ | _____ |
| 8'H x 10'W | 2,070.85 | 2,899.20 | _____ | _____ |

PURCHASE*

| Size | Discount Price | Standard Price | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| 8'H x 8'W | 2,500.70 | 3,501.00 | _____ | _____ |
| 8'H x 10'W | 2,936.30 | 4,110.80 | _____ | _____ |

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

| OPTIONAL ACCESSORIES | | | | RENTAL | | | PURCHASE | | | |
|----------------------|------------------------------|-------|----------------|----------------|-------|--|----------|----------------|----------------|-------|
| Part # | Description | Qty | Discount Price | Standard Price | Total | | Qty | Discount Price | Standard Price | Total |
| 1715800 | 2-200 Watt Halogen Light Kit | _____ | 214.25 | 299.95 | _____ | | _____ | 275.55 | 385.75 | _____ |
| 1715801 | 1-200 Watt Halogen Light Kit | _____ | 112.25 | 157.15 | _____ | | _____ | 202.60 | 283.65 | _____ |
| 1715802 | Straight Shelf | _____ | 86.00 | 120.40 | _____ | | _____ | 139.85 | 195.80 | _____ |
| 1715803 | Angled Shelf | _____ | 86.00 | 120.40 | _____ | | _____ | 139.85 | 195.80 | _____ |

QUICK TIPS

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

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

PURCHASE UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost



digital graphics



creating visual excitement

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

state-of-the-art capabilities

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

superior quality control

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

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

F R E E M A N

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freemanboston@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
AUGUST 26, 2015

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 21.05 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 29.45 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____
☐ ☐ ☐

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

| QTY. | | Discount Price | Standard Price | TOTAL |
|-----------|---|----------------|----------------|-------|
| 7" x 11" | @ | 50.90 | 71.25 = | _____ |
| 7" x 22" | @ | 52.55 | 73.55 = | _____ |
| 7" x 44" | @ | 64.95 | 90.95 = | _____ |
| 9" x 44" | @ | 84.20 | 117.90 = | _____ |
| 11" x 14" | @ | 50.90 | 71.25 = | _____ |
| 14" x 22" | @ | 63.25 | 88.55 = | _____ |
| 14" x 44" | @ | 131.60 | 184.25 = | _____ |
| 22" x 28" | @ | 131.60 | 184.25 = | _____ |
| 28" x 44" | @ | 192.95 | 270.15 = | _____ |
| 20" x 60" | @ | N/A | N/A = | _____ |

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total + 6.25 % Tax = Total Cost

Freeman graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (508) 894-5100 for assistance.



fabric solutions



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

geometric structures

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.

F R E E M A N

275 Bodwell Street
Avon, MA 02322
(508) 894-5100 • Fax: (469) 621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
AUGUST 26, 2015

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

NAME OF SHOW: CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

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

| Quantity | Length | Height | All Sides (Linear Ft.) | Discount Price | Standard Price | Total |
|----------|-----------|--------|---------------------------|----------------|----------------|-------|
| _____ | 10' x 10' | 3' | 40' | \$6,030.00 | \$8,442.00 | _____ |
| _____ | 10' x 10' | 4' | 40' | \$7,158.00 | \$10,021.20 | _____ |
| _____ | 15' x 15' | 3' | 60' | \$8,522.00 | \$11,930.80 | _____ |
| _____ | 15' x 15' | 4' | 60' | \$10,066.75 | \$14,093.45 | _____ |



Rectangle Signs

| Quantity | Length | Height | All Sides (Linear Ft.) | Discount Price | Standard Price | Total |
|----------|-----------|--------|---------------------------|----------------|----------------|-------|
| _____ | 10' x 15' | 3' | 50' | \$7,795.15 | \$10,633.20 | _____ |
| _____ | 10' x 15' | 4' | 50' | \$8,817.75 | \$12,344.85 | _____ |



Circle Signs

| Quantity | Diameter | Height | Circumference (Linear Ft.) | Discount Price | Standard Price | Total |
|----------|----------|--------|-------------------------------|----------------|----------------|-------|
| _____ | 10' | 3' | 31.42' | \$5,323.40 | \$7,452.75 | _____ |
| _____ | 10' | 4' | 31.42' | \$6,153.95 | \$8,615.55 | _____ |
| _____ | 15' | 3' | 47.12' | \$7,503.40 | \$10,504.75 | _____ |
| _____ | 15' | 4' | 47.12' | \$8,688.10 | \$12,163.35 | _____ |



Triangle Signs

| Quantity | Length | Height | All Sides (Linear Ft.) | Discount Price | Standard Price | Total |
|----------|-----------------|--------|---------------------------|----------------|----------------|-------|
| _____ | 10' x 10' x 10' | 3' | 30' | \$4,641.40 | \$6,497.95 | _____ |
| _____ | 10' x 10' x 10' | 4' | 30' | \$5,407.90 | \$7,571.05 | _____ |
| _____ | 15' x 15' x 15' | 3' | 45' | \$7,165.30 | \$10,031.40 | _____ |
| _____ | 15' x 15' x 15' | 4' | 45' | \$10,221.10 | \$14,309.55 | _____ |



Serpentine Signs

| Quantity | Length | Height | Double Sided (Linear Ft.) | Discount Price | Standard Price | Total |
|----------|--------|--------|------------------------------|----------------|----------------|-------|
| _____ | 15' | 3' | 30' | \$3,901.00 | \$5,461.40 | _____ |
| _____ | 15' | 4' | 30' | \$4,890.45 | \$6,846.45 | _____ |
| _____ | 20' | 3' | 40' | \$5,865.45 | \$8,211.65 | _____ |
| _____ | 20' | 4' | 40' | \$6,905.90 | \$9,668.25 | _____ |
| _____ | 30' | 3' | 60' | \$7,687.00 | \$10,761.80 | _____ |
| _____ | 30' | 4' | 60' | \$9,301.65 | \$13,022.30 | _____ |

Total: _____ x 6.25%(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 BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. ***The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.*** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.



installation & dismantle

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

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

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

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

F R E E M A N

275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DEADLINE DATE
AUGUST 26, 2015

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

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

| Description | Advance Price | Show Site Price |
|---|---------------|-----------------|
| Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday | \$132.50 | 185.50 |
| Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday | \$197.75 | 277.00 |
| Double Time- All Day Sunday and Holidays..... | \$279.00 | 390.75 |

• Show Site prices will apply to all labor orders placed at show site.

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

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

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: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

Freeman installation & dismantle

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

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

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

F R E E M A N

275 Bodwell Street
Avon, MA 02322
Ph: 508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DEADLINE DATE
AUGUST 26, 2015

INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER

SHOW NAME: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE: _____ FAX#: _____

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

| | | Advance | Show Site |
|-----------------------|--|----------|-----------|
| Straight Time- | 8:00 A.M. to 4:30 P.M. Monday through Friday | \$155.75 | 218.25 |
| Overtime- | 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday | \$232.50 | 325.50 |
| Double Time- | All Day Sunday and Holidays..... | \$279.00 | 390.75 |

- Price is per person/per hour
- Supervisor must check in at Service 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

Please include set up plan and special instructions with this order.

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

*High voltage (208V and over), please contact the facility's electrical department.

CORD INSTALLATION LABOR

☐ Freeman Supervised Labor

- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labor

☐ Display Company Supervised Labor

Name of supervisor _____ Phone Number: _____

•Start times cannot always be guaranteed.

•If no time is provided, labor will be available on a first-come, first serve basis only.

•Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.

•Carpet will not be installed until cords have been laid.

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

CORD DISMANTLE LABOR

- A one hour minimum labor charge will apply to pick up cords.
- Cord dismantle will be done on straight time whenever possible.

| Date | No. of People | Approx. Hrs. per Person | Total Hrs. | Hourly Rate | Estimated Total Cost |
|-------|---------------|-------------------------|------------|-------------|----------------------|
| _____ | 1 | x 1 | = 1 | @ \$ _____ | = \$ _____ |

CORD RENTAL

| Description | Price | Quantity |
|----------------------------------|----------------------|----------|
| 25' Flat Cord | \$25.00* | _____ |
| 50' Flat Cord | \$38.00* | _____ |
| Tape to cover cords | \$22.00/roll* | _____ |

There will be a minimum charge of \$22.00 to cover cords with tape.

Larger areas and multiple electrical drops may require more than one roll.

Subtotal _____
*+6.25% Mass Tax _____
Total Cost _____

See Next Page For Additional Information

FREEMAN electrical/internet cord labor

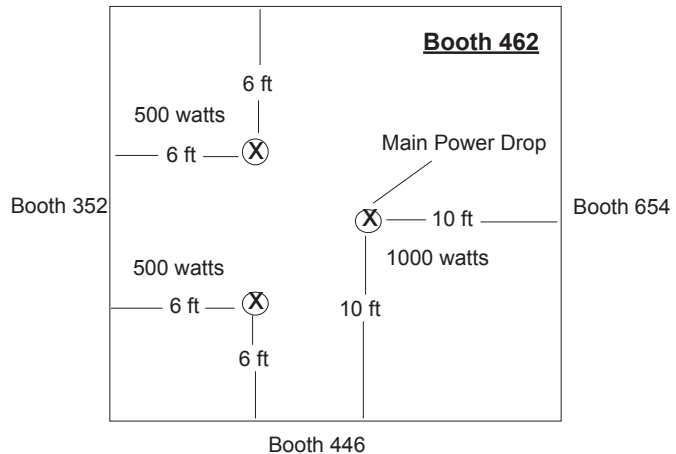
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



BOOTH DIAGRAM



F R E E M A N

275 Bodwell Street
Avon, MA 02322

Phone: 508-894-5100 • Fax: 469-621-5608

DEADLINE DATE
AUGUST 26, 2015

**METHOD OF PAYMENT FORM MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday

Double Time- All Day Sunday and Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

| Part# | Description | Advance Price | Show Site Price |
|--|---|---------------|-----------------|
| FORKLIFT LABOR - up to 5,000 lbs. | | | |
| 304050 | Forklift & operator - ST | \$387.25 | \$542.25 |
| 304051 | Forklift & operator - OT | \$540.75 | \$757.25 |
| 304052 | Forklift & operator - DT | \$633.75 | \$887.25 |
| FORKLIFT LABOR 4-STAGE - up to 5,000 lbs. | | | |
| 304040 | 4-Stage Forklift & operator - ST | \$550.25 | \$770.50 |
| 304041 | 4-Stage Forklift & operator - OT | \$703.75 | \$985.25 |
| 304042 | 4-Stage Forklift & operator - DT | \$792.50 | \$1109.50 |
| <input type="checkbox"/> | Please check here if you need a Scissorlift for booth work. | | |
| FORKLIFT LABOR - up to 10,000 lbs. | | | |
| 3040100 | Forklift & operator - ST | \$469.00 | \$656.75 |
| 3040101 | Forklift & operator - OT | \$622.00 | \$871.00 |
| 3040102 | Forklift & operator - DT | \$715.50 | \$1001.75 |
| RIGGING LABOR | | | |
| 3020100 | Rigger - ST | \$155.75 | \$218.25 |
| 3020101 | Rigger - OT | \$232.50 | \$325.50 |
| 3020102 | Rigger - DT | \$279.00 | \$390.75 |

INSTALLATION - RIGGING

| Part # | Description | Date | Start Time | # of Equip/ Person | Approx Hrs per Person | Total Hours | Hourly Rate | Estimated Total Cost |
|---------------------------------|-------------|------|------------|--------------------|-----------------------|-------------|--------------|----------------------|
| | | | | | | | | |
| Describe work to be done: _____ | | | | | | | Sub-Total | |
| _____ | | | | | | | 6.25% Tax | N/A |
| _____ | | | | | | | Total | |

DISMANTLE - RIGGING

| Part # | Description | Date | Start Time | # of Equip/ Person | Approx Hrs per Person | Total Hours | Hourly Rate | Estimated Total Cost |
|---------------------------------|-------------|------|------------|--------------------|-----------------------|-------------|--------------|----------------------|
| | | | | | | | | |
| Describe work to be done: _____ | | | | | | | Sub-Total | |
| _____ | | | | | | | 6.25% Tax | N/A |
| _____ | | | | | | | Total | |

PLEASE INDICATE WORK TO BE PERFORMED

☐ UNCRATING ☐ UNSKIDDING ☐ RE-SKIDDING ☐ HEADER / BOOTH WORK ☐ OTHER

Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.

FREEMAN forklift / rigging labor

SEPTEMBER 16-18, 2015
HYNES CONVENTION CENTER, HALL C & AUDITORIUM

REVISION

Date: 12/09/14
By: JS

BOOTH COUNT

Inventory as of 12/09/2014

| Dimension | Size | Qty | SqFt |
|-----------|------|-----|--------|
| 10'x10' | 100 | 154 | 15,400 |
| 20'x20' | 400 | 22 | 8,800 |
| 20'x40' | 800 | 2 | 1,600 |
| 30'x30' | 900 | 1 | 900 |

| | | |
|---------|-----|--------|
| Totals: | 179 | 26,700 |
|---------|-----|--------|

BLDG. LEGEND:

LEGENDA

- PHC = FIRE HOSE CABINET
- FHE = FIRE HOSE CABINET
- FA = FIRE ALARM
- AED = AED DISPENSER
- = 2' x 4' COLUMN
-  = MEN'S REST ROOM
-  = WOMEN'S REST ROOM
-  = FREIGHT ELEVATOR
-  = PASSENGER ELEVATOR
-  = ELECTRICAL & TELEPHONE / DATA PATCH (500B, 150A AND 200, 5 WIRE HEAVY DUTY RECEPTACLE MOUNTED ON ALL CORNERS EXCEPT ROW NEAREST SOUTH WALL, & FLOORS WERE DESIGNATED.
-  = UTILITY FLOOR BOX WITH NONPOTABLE WATER DRAIN, COMPRESSED AIR & WASTE.

CEILING HEIGHTS:

ADJUTANT/34-42 EXCEPT UNDER BALCONY 100%
HALL 34-42 EXCEPT 100% BETWEEN LAST ROW OF
COLUMNS & SOUTH WALL. 100% GRIET
BETWEEN THIS ROW OF COLUMNS.
HALL 34-42 EXCEPT 100% BETWEEN SOUTH WALL &
FIRST ROW OF COLUMNS, COLUMNS & EAST
WALL, COLUMNS & NORTH WALL. 100%
BETWEEN ALL ROWS OF COLUMNS.
REGISTRATION & LOSSY AREAS 100%

NOTE:

A = Light 1, first out

 = 17'4" Ceiling Height

 = 16'0" Ceiling Height

 = 20'

CORRIDORS AT HALL ENTRANCES MUST BE KEPT CLEAR EQUAL TO THE WIDTH OF (2) EXIT DOORS, CAN BE ON EITHER SIDE OF HALLWAY AS LONG AS MINIMUM KEEP CLEAR WIDTH IS PROVIDED.

DRAWING INFO

Passport Line Item Number:

190113

Facility:
HYNES CONVENTION CENTER

Hall / Level:

HALL C & AUDITORIUM

City & State:
BOSTON, MA

BOSTON, MA
Scale: TO FIT

Scale: TO FIT
Job #: NA

AF: LAUREN DELAMAIN

Read AE: PRODUCING EXECUTIVE

Prod. AE: PRODUCING EXPENSE
Started: 3/23/2014

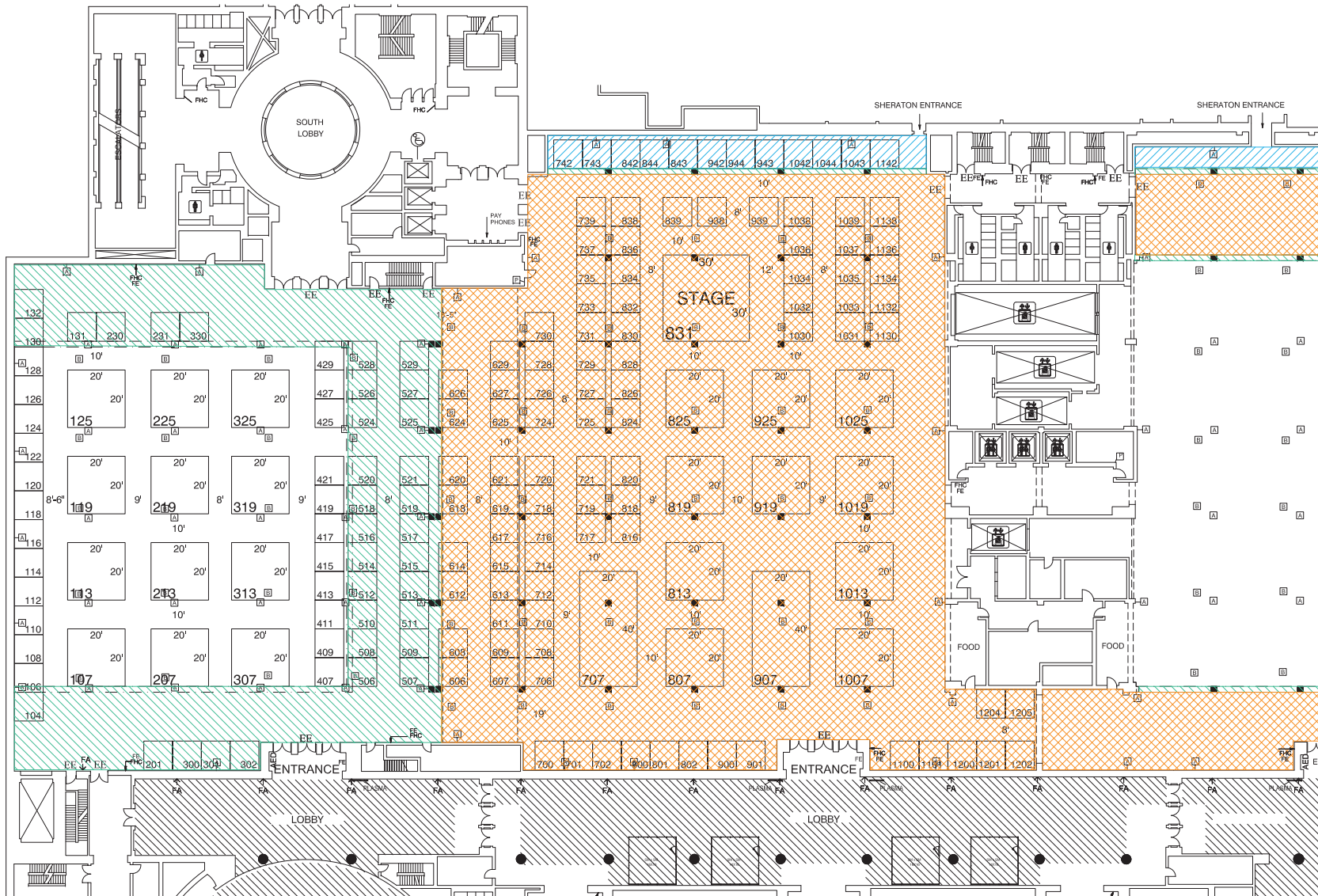
Started By: MM

Branch: BOSTON

F R E E M A N

EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOORPLAN, HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOORPLAN, IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSION AND LOCATIONS.

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WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

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

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground (See definitions on back) unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
NOTE: SOME INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

| Description | Price Per CWT | 200 lb. Minimum |
|--|------------------|--------------------|
| RATE CLASSIFICATIONS: | | |
| Warehouse Shipment (200 lb. minimum) | | |
| Crated or Skidded Shipment | \$ 135.75 | 271.50 |
| Special Handling Shipment | \$ 196.00 | 392.00 |
| Carpet and/or Pad Only Shipment | \$ 226.25 | 452.50 |
| Show Site Shipment (200 lb. minimum) | | |
| Crated or Skidded Shipment | \$ 126.75 | 253.50 |
| Special Handling Shipment | \$ 183.00 | 366.00 |
| Uncrated or Pad Wrapped Shipment | \$ 211.25 | 422.50 |
| Carpet and/or Pad Only Shipment | \$ 211.25 | 422.50 |
| Small Package - Maximum weight is 30 lbs per shipment | | |
| Per Shipment | \$ 45.00 | |
| *A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier. | | |

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

| | | |
|--|----------|-------|
| Warehouse Shipment after September 09 | \$ 34.00 | 68.00 |
| Show site Shipment after Show Opening | \$ 31.75 | 63.50 |

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge - Warehouse (in addition to above rates)

| | | |
|---------------------------------------|-----------|--------|
| Crated or Skidded Shipment | \$ 68.00 | 136.00 |
| Special Handling Shipment | \$ 98.00 | 196.00 |
| Carpet and/or Pad Only Shipment | \$ 113.10 | 226.25 |

Overtime Charge - Show Site (in addition to above rates)

| | | |
|--|-----------|--------|
| Crated or Skidded Shipment | \$ 63.50 | 127.00 |
| Special Handling Shipment | \$ 91.50 | 183.00 |
| Uncrated or Pad Wrapped Shipment | \$ 105.75 | 211.50 |
| Carpet and/or Pad Only Shipment | \$ 105.75 | 211.50 |

Off-target Charge (in addition to above rates) 25% additional

| Description | Weight | CWT | Price per CWT | Estimated Total Cost (200 lb. Min.) |
|-------------------|---------|-----|------------------|--|
| | ÷ 100 = | | | |
| Surcharges | ÷ 100 = | | | |
| | | | 6.25% Tax | N/A |
| | | | Total | |

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

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

NAME OF SHOW: CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

CART SERVICE / PRIVATELY OWNED VEHICLES ONLY

SHOW SPECIAL

(Maximum Weight 250 lbs.)

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit materials during move-in, Freeman is pleased to provide a cartload for one (1) trip, **one way** from the dock to your booth or your booth to the dock for a charge of \$78.00 (straight time) or \$99.25 (overtime) **each way**. This service will be available during move-in and move-out.

This service is for those who have **small hand carry items** all of which must fit in a 3' x 4' push cart, in one trip only. **If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service.**

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Freight that is too large or heavy must be handled by Freeman at their freight handling rates.

No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, a Method of Payment form must be on file.

Exhibitors are allowed to perform their own material handling in Boston provided they meet the criteria below:

- Must be full time company employees of the exhibiting company
- Must be off loading from a company owned vehicle
- Must use only hand operated equipment which they provide, (No pallet jacks, lift gates, or electronic equipment.)

Please refer to the Labor Jurisdictions form in your exhibitor manual for further detail.

Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday

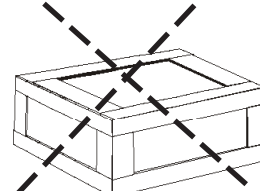
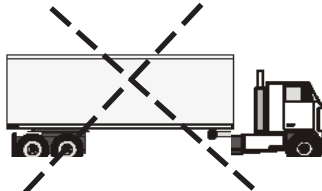
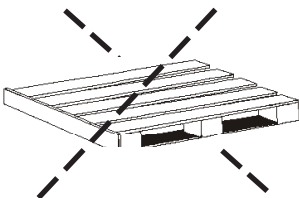
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays

Inbound: _____ @ \$78.00 (ST) or \$99.25 (OT) per cartload = _____

Outbound : _____ @ \$78.00 (ST) or \$99.25 (OT) per cartload = _____

Total = _____

NOT ACCEPTABLE



FREEMAN cartload material handling

F R E E M A N

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

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

FREEMAN exhibit transportation

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

**COMPLETE THE FOLLOWING ITEMS
ON THIS FORM:**

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

CLOUD PARTNERS

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

MUST BE DELIVERED BY SEPTEMBER 09, 2015

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

FREEMAN / Exhibiting Company Name / Booth #

CLOUD PARTNERS

C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST
BOSTON, MA 021153101

CANNOT BE DELIVERED BEFORE SEPTEMBER 15, 2015

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (404757)

F R E E M A N

275 Bodwell St
 Avon, MA 02322
 (508) 894-5100 Fax: (469) 621-5608
 freemanboston@freemanco.com

| |
|--|
| OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS |
|--|

NAME OF SHOW: **CLOUD PARTNERS / SEPTEMBER 16 - 18, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 17, 2015

DEADLINE DATE IS: SEPTEMBER 09, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: _____ ***CLOUD PARTNERS***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 17, 2015

DEADLINE DATE IS: SEPTEMBER 09, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: _____ ***CLOUD PARTNERS***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 15, 2015

TO:

EXHIBITOR NAME

C/O: FREEMAN

**HYNES CONVENTION CENTER
900 BOYLSTON ST**

BOSTON, MA 021153101

SHOW SITE

EVENT: *CLOUD PARTNERS*

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 15, 2015

TO:

EXHIBITOR NAME

C/O: FREEMAN

**HYNES CONVENTION CENTER
900 BOYLSTON ST**

BOSTON, MA 021153101

SHOW SITE

EVENT: *CLOUD PARTNERS*

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

F R E E M A N

Directions to Marshal Yard

Route 90 East:

Exit #18 (Allston, Brighton, Cambridge)
Stay in left lane toward Allston/Brighton
Marhsal yard will be on your right

Route 90 West:

Exit #20 (Allston, Brighton, Cambridge)
Stay in left lane toward Allston/Brighton
Marshal yard will be on your right

From Hynes Convention Center:

Right onto Boylston Street
Right onto Dartmouth St (5th set of lights)
Bear right onto Route 90 West (center lane)
Exit #20 (Allston, Brighton, Cambridge)
Stay in left lane toward Allston/Brighton
Marshal yard is on your right

Directions to Hynes Convention Center from Marshal Yard

Exit yard & turn right onto Cambridge St
Turn right onto North Harvard St
Turn right onto Western Ave (2nd set of lights)
Bear right before the 1st set of lights
Take a right onto 90 East (Massachusetts Turnpike)
Take Exit #22 (Copley Square/Prudential Center)
Bear left to the 2nd set of lights
Take right onto Massachusetts Ave
Take right onto Boylston St (4th set of lights)
Take right onto Cambria Street (50 yards ahead)

Exhibitor Ordering Guide

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

Prepared Exclusively for:

Event Name: Cloud Partners Conference & Expo

Event Date(s): September 16 - 18, 2015



Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!

General Information

ORDERING POLICIES & PROCEDURES

Pricing

Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.SignatureBoston.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

| SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER) | DISCOUNT | STANDARD |
|---|------------|------------|
| Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order three phase 100 amp service and higher, please contact MCCA exhibitor services for availability. | | |
| 208v single phase 30 amp (nema l21-30p) | \$318.00 | \$397.00 |
| 208v single phase 60 amp | \$606.00 | \$757.00 |
| 208v single phase 100 amp | \$930.00 | \$1,163.00 |
| 208v three phase 30 amp (nema l21-30p) | \$576.00 | \$720.00 |
| 208v three phase 60 amp | \$870.00 | \$1,087.00 |
| Note: Any 100+ Amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230. | | |
| 208v three phase 100 amp | \$1,380.00 | \$1,724.00 |
| 208v three phase 200 amp | \$2,632.00 | \$3,289.00 |
| 208v three phase 400 amp | \$4,648.00 | \$5,809.00 |
| 480v three phase 30 amp | \$877.00 | \$1,096.00 |
| 480v three phase 60 amp | \$1,521.00 | \$1,901.00 |
| 480v three phase 100 amp | \$2,808.00 | \$3,510.00 |
| 480v three phase 200 amp | \$5,581.00 | \$6,976.00 |

| STANDARD CONNECTIONS (120 VOLT POWER) | DISCOUNT | STANDARD |
|--|----------|----------|
| 500 watt box One 5 amp circuit and one receptacle or plug point | \$111.00 | \$139.00 |
| 1000 watt box One 10 amp circuit and two receptacles or plug points | \$146.00 | \$183.00 |
| 2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points | \$182.00 | \$227.00 |
| 4000 watt box Two 20 amp circuits with a minimum of three receptacles or plug points | \$211.00 | \$263.00 |

| ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT | DISCOUNT | STANDARD |
|---|------------------------------------|----------|
| 25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. <i>* Please Note: These extension cords cannot be used to run underneath booth carpeting.</i> | \$32.00 | \$40.00 |
| 24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes. | Add 50% to Initial Connection Rate | |

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - » Hire labor from the General Service Contractor;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Monday-Friday 8am-4pm (except holidays)
\$70.00
 - » All other times, including holidays
\$105.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

| CLEANING SERVICES (PER SQ. FT. PER DAY) | DISCOUNT | STANDARD |
|--|----------|----------|
| Initial Vacuum or Mopping Service includes one-time vacuum or mop prior to the first event or show day. | \$0.28 | \$0.35 |
| Daily Vacuum or Mopping Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors. | \$0.20 | \$0.25 |
| Daily Vacuum or Mopping + Porter Service Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors. | \$0.44 | \$0.55 |
| Shampoo Service Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time. | \$0.39 | \$0.48 |

Terms & Conditions

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

FREQUENTLY ASKED QUESTIONS

Will my booth be automatically vacuumed or mopped prior to the first show day?

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop includes the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Is it possible to order the porter service separately from the vacuum or mop service?

The porter service must be paired with either the daily vacuum or daily mop service and cannot be ordered as a separate entity.

Is it possible to order the vacuum, mop, or porter service for specific show days?

The vacuum and mop services can only be ordered for the initial show day cleaning or daily cleaning. Individual days cannot be purchased. Porter service can only be ordered with a daily vacuum or daily mop service.

Why is the rate on your website different from the rate listed above?

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

| STANDARD TELEPHONE SERVICES | DISCOUNT | STANDARD |
|--|----------|----------|
| Single-Line Service (Analog) Service includes one phone number and a complimentary simple handset. Line usage included. | \$287.00 | \$358.00 |
| Multi-Line Service (Digital) Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included. | \$417.00 | \$521.00 |
| Speaker Phone Service (Analog) Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included. | \$320.00 | \$400.00 |
| Polycom Speaker Phone Service (Analog) Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included. | \$371.00 | \$464.00 |
| Fax Machine Phone Service (Analog) Service includes one phone line and rental of a plain paper fax machine with copy capabilities. Line usage included. | \$422.00 | \$528.00 |

| ADDITIONAL SERVICES & EQUIPMENT | DISCOUNT | STANDARD |
|---|------------|------------|
| Call Waiting (per phone line) Allows user to know when another call is coming in. | \$50.00 | \$62.50 |
| Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers. | \$50.00 | \$62.50 |
| ISDN/BRI Service ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show. | \$300.00 | \$375.00 |
| Polycom Videoconference Rental w/IP Connect Service This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible. | \$1,100.00 | \$1,600.00 |
| Polycom Videoconference Rental w/ISDN This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carriers rate after the close of the show. | \$2,000.00 | \$2,500.00 |

INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Monday-Friday 8am-4pm (except holidays)
\$80.00
 - » All other times, including holidays
\$120.00

FREQUENTLY ASKED QUESTIONS

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA.

| SHARED SERVICE Automatically configured lines are designed to “plug & play.” | DISCOUNT | STANDARD |
|--|-----------------|-----------------|
| 200 Kbs Shared Service This is a shared service with a private IP address. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet. | \$815.00 | \$1019.00 |

| MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet. | DISCOUNT | STANDARD |
|--|-----------------|-----------------|
| 300 Kbs Managed Service The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service. | \$1,175.00 | \$1,468.75 |
| 500 Kbs Managed Service The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet. | \$1,875.00 | \$2,344.00 |
| 750 Kbs Managed Service The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet. | \$2,500.00 | \$3,125.00 |
| 1.54 Mbps Managed Service The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic. | \$4,100.00 | \$5,125.00 |
| 3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. | \$6,720.00 | \$8,400.00 |
| 5 Mbps Managed Service The 5 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. | \$10,000.00 | \$12,500.00 |

| ADDITIONAL INTERNET SERVICES & EQUIPMENT | DISCOUNT | STANDARD |
|--|------------|------------|
| Additional Public IP Address This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service. | \$148.00 | \$185.25 |
| Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service. | \$336.00 | \$420.00 |
| Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video. | \$470.00 | \$587.50 |
| Extend Outside T1 or T3 Service With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.). | \$1,000.00 | \$1,200.00 |
| Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered. | \$104.00 | \$130.00 |
| Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered. | \$156.00 | \$195.00 |
| 25' CAT 5e Cable | \$45.00 | \$56.00 |
| 50' CAT 5e Cable | \$61.00 | \$76.75 |
| 100' CAT 5e Cable | \$96.00 | \$120.00 |

| TECHNICAL SERVICES * | DISCOUNT | STANDARD |
|--|------------|------------|
| Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booth from floor boxes or columns. | \$245.00 | \$306.50 |
| Broadcast Video Service via The Switch TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location. | \$2,000.00 | \$2,500.00 |
| CATV Tuner Rental For TVs that are not cable ready (including some plasmas) the CATV Tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged. | \$56.00 | \$70.00 |
| CATV Tap Box Rental A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged. | \$200.00 | \$250.00 |

* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - » Hire labor from the General Service Contractor or;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep Monday-Friday 8am-4pm (except holidays) \$100.00
 - » Tech Rep All other times, including holidays \$150.00
 - » Network Engineer Monday-Friday 8am-4pm (except holidays) \$130.00
 - » Network Engineer All other times, including holidays \$195.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.

- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the

services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few "real" internet routable addresses.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services EXCLUSIVELY through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

| PACKAGE RIGGING SOLUTIONS The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down. | DISCOUNT | STANDARD |
|---|------------|------------|
| Basic Rigging Package This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150 lbs. and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package. | \$1,550.00 | \$1,684.00 |
| Electrical Rigging Package This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details. | \$1,794.00 | \$1,988.00 |
| Team Labor Hour Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance. | \$244.00 | \$304.00 |

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

** For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

| CUSTOM RIGGING SOLUTIONS | DISCOUNT | STANDARD |
|---|----------|----------|
| Truss A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height. | | |
| Truss 5’ Section – Silver 12”x12” Box | \$25.00 | \$30.00 |
| Truss 8’ Section – Silver 12”x12” Box | \$40.00 | \$48.00 |
| Truss 10’ Section – Silver 12”x12” Box | \$50.00 | \$60.00 |
| Truss 5’ Section – Black 12”x12” Box | \$35.00 | \$42.00 |
| Truss 8’ Section – Black 12”x12” Box | \$56.00 | \$67.00 |
| Truss 10’ Section – Black 12”x12” Box | \$70.00 | \$84.00 |
| Truss 5’ Section – Silver 20.5”x20.5” Box | \$45.00 | \$54.00 |
| Truss 8’ Section – Silver 20.5”x20.5” Box | \$72.00 | \$86.00 |
| Truss 10’ Section – Silver 20.5”x20.5” Box | \$90.00 | \$108.00 |
| Corner Block A corner block is an aluminum piece that attaches to truss to create a right angle. | | |
| Corner Block – Silver 12”x12” Box | \$50.00 | \$60.00 |
| Corner Block – Black 12”x12” Box | \$65.00 | \$78.00 |
| Corner Block – Silver 20.5”x20.5” Box | \$70.00 | \$84.00 |
| Base Plate A base plate is used as a stand for ground supported truss or poles. | \$35.00 | \$42.00 |
| Rotator A rotator is a motor used to rotate a hanging sign. | \$150.00 | \$180.00 |
| Motor A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities. | \$150.00 | \$180.00 |

| | | |
|--|---------|---------|
| Cheeseboro A cheeseboro is a clamp used to attach two pieces of truss or pipe together. | \$6.00 | \$7.00 |
| Grapple A grapple is a connector that allows you to make a 90 degree connection between trusses. | \$12.00 | \$14.00 |

| LIGHTING FIXTURES A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors. | DISCOUNT | STANDARD |
|---|----------|----------|
| Source 4 Par (575 watt, 750 watt) This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL). | \$35.00 | \$42.00 |
| Source 4 Leko (575, 750 watt) This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light. | \$45.00 | \$54.00 |
| Par 64 (1000 watt) The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts. | \$30.00 | \$36.00 |

| CUSTOM LIGHTING SOLUTIONS Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request. | DISCOUNT | STANDARD |
|--|----------|----------|
| Small Lighting Kit (4-6 lights) | \$185.00 | \$212.00 |
| Medium Lighting Kit (7-11 lights) | \$325.00 | \$390.00 |
| Large Lighting Kit (12-15 lights) | \$450.00 | \$540.00 |
| X-Large Lighting Kit (16-20 lights) | \$550.00 | \$660.00 |

| DIMMER RACKS & LIGHTING CONTROLS These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately. | DISCOUNT | STANDARD |
|--|----------|----------|
| | | |
| | | |
| | | |
| Dimmer Control 1.2 x 4 | \$80.00 | \$96.00 |
| Dimmer Control 2.4 x 12 | \$150.00 | \$180.00 |
| Dimmer Control 2.4 x 24 | \$320.00 | \$384.00 |

Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

| HOURLY LABOR ITEMS | MON-SAT 7AM-12AM (EXCEPT HOLIDAYS) | SUNDAYS 7AM-5PM AND HOLIDAYS | SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM |
|--------------------------|---|---------------------------------------|--|
| Crew Chief | \$95.00 | \$142.50 | \$190.00 |
| Head Rigger | \$95.00 | \$142.50 | \$190.00 |
| Rigger | \$82.00 | \$123.00 | \$164.00 |
| Dept Head | \$72.00 | \$108.00 | \$144.00 |
| Stagehand | \$67.00 | \$100.50 | \$134.00 |

| WEEKLY LIFT RENTAL ITEMS | RATE |
|--------------------------|------------|
| 24'- 32' Scissor Lift | \$600.00 |
| 40'- 45' Boom Lift | \$950.00 |
| 60' Boom Lift | \$1,550.00 |

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

FREQUENTLY ASKED QUESTIONS

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

| PLUMBING SERVICES | DISCOUNT | STANDARD |
|--|----------|----------|
| Water – Individual Connection Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water. | \$299.00 | \$374.00 |
| Additional Water Connections Exhibitors requiring more than an individual water connection should order each additional connection as needed. | \$175.00 | \$219.00 |
| Drain – Individual Connection The MCCA can provide waste drain connections up to ¾” line size. | \$299.00 | \$374.00 |
| Additional Drain Connections Exhibitors requiring more than an individual drain connection should order each additional connection as needed. | \$160.00 | \$200.00 |
| Fill and Drain 0-100 Gallons Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled. | \$150.00 | \$187.50 |
| Each Additional 500 Gallons | \$104.00 | \$130.00 |

| SINK RENTALS | DISCOUNT | STANDARD |
|---|------------|------------|
| Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor. | \$600.00 | \$750.00 |
| Small Hot & Cold Water Sink Rental Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. | \$800.00 | \$1,000.00 |
| Large Hot & Cold Water Sink Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information. | \$1,000.00 | \$1,250.00 |

| COMPRESSED AIR AND GASSES | DISCOUNT | STANDARD |
|---|----------|----------|
| Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality). | \$365.00 | \$456.00 |
| Additional Connection Exhibitors who require more than an individual connection should order additional connections as needed. | \$188.00 | \$235.00 |

| OTHER COMPRESSED GASES The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in. | | |
|---|----------|----------|
| 20 Lbs Dry or Liquid CO ₂ | \$154.00 | \$184.50 |
| 50 Lbs Dry or Liquid CO ₂ | \$167.00 | \$200.50 |
| Dry Nitrogen 300 ft ³ | \$206.00 | \$247.75 |

INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

- » Monday-Friday 8am-4pm (except holidays)
\$70.00
- » All other times, including holidays
\$105.00

FREQUENTLY ASKED QUESTIONS

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at Hynes (617.954.2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

| SECURITY GUARD (BOOTH) | DISCOUNT | STANDARD |
|---|----------|----------|
| Per Hour Per Officer The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed. | \$22.50 | \$27.00 |

FREQUENTLY ASKED QUESTIONS

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

APPENDIX — SERVICE ORDER FORMS

| | |
|---|----|
| Request for Exhibitor Electrical Services | 24 |
| Request for Exhibitor Cleaning Services | 25 |
| Request for Exhibitor Telephone, Internet & Technical Services | 26 |
| Request for Rigging & Lighting Services | 28 |
| Request for Exhibitor Plumbing Services | 30 |
| Request for Exhibitor Security Services | 31 |

APPENDIX —

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| Exhibitor Guidelines, Information and Regulations | 32 |
| Levy Restaurants Sample Food and/or Beverage Distribution Request | 43 |



Exhibitor Order Form Electrical Services EXCLUSIVE

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be by **August 25, 2015**.
*Overhead electrical services must accompany a rigging order.

Incomplete information will delay processing.

| | | | | |
|--|-------|--------------------|------|----------|
| Event or Show: Cloud Partners Conference & Expo | | Booth no. (s) | | |
| Event or show date(s): Expo Hall Dates: September 16-18, 2015 | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

| Description | Regular Service | | | Additional Services Available as Add-Ons | | | | | Total Due: \$ | |
|-----------------------------|-----------------|---------------|---------------|--|-----------------|-----|-------------------|-----|---------------|------------------------------|
| | QTY | Discount Rate | Standard Rate | QTY | 24-Hour Service | QTY | Overhead Service* | QTY | | Combined 24-hour & Overhead* |
| 500 Watt Box (5 amps) | | \$111.00 | \$139.00 | | +50% rate | | \$139.00 | | \$208.50 | |
| 1000 Watt Box (10 amps) | | \$146.00 | \$183.00 | | +50% rate | | \$183.00 | | \$274.50 | |
| 2000 Watt Box (20 amps) | | \$182.00 | \$227.00 | | +50% rate | | \$227.00 | | \$340.50 | |
| 4000 Watt Box (20 amps x 2) | | \$211.00 | \$263.00 | | +50% rate | | \$263.00 | | \$394.50 | |

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

| Description | Regular Service | | | Additional Services Available as Add-Ons | | | | | | Total Due: \$ |
|---------------------------|-----------------|---------------|---------------|--|-----------------|-----|-------------------|-----|------------------------------|---------------|
| | QTY | Discount Rate | Standard Rate | QTY | 24-Hour Service | QTY | Overhead Service* | QTY | Combined 24-hour & Overhead* | |
| 208V Single Phase 30 Amp | | \$318.00 | \$397.00 | | +50% rate | | \$397.00 | | \$595.50 | |
| 208V Single Phase 60 Amp | | \$606.00 | \$757.00 | | +50% rate | | \$757.00 | | \$1,135.50 | |
| 208V Single Phase 100 Amp | | \$930.00 | \$1,163.00 | | +50% rate | | \$1,163.00 | | \$1,744.50 | |
| 208V Three Phase 30 Amp | | \$576.00 | \$720.00 | | +50% rate | | \$720.00 | | \$1,080.00 | |
| 208V Three Phase 60 Amp | | \$870.00 | \$1,087.00 | | +50% rate | | \$1,087.00 | | \$1,630.50 | |
| 208V Three Phase 100 Amp | | \$1,380.00 | \$1,724.00 | | +50% rate | | \$1,724.00 | | \$2,586.00 | |
| 208V Three Phase 200 Amp | | \$2,632.00 | \$3,289.00 | | +50% rate | | \$3,289.00 | | \$4,933.50 | |
| 208V Three Phase 400 Amp | | \$4,648.00 | \$5,809.00 | | +50% rate | | \$5,809.00 | | \$8,713.50 | |
| 480V Three Phase 30 Amp | | \$877.00 | \$1,096.00 | | +50% rate | | \$1,096.00 | | \$1,644.00 | |
| 480V Three Phase 60 Amp | | \$1,521.00 | \$1,901.00 | | +50% rate | | \$1,901.00 | | \$2,851.50 | |
| 480V Three Phase 100 Amp | | \$2,808.00 | \$3,510.00 | | +50% rate | | \$3,510.00 | | \$5,265.00 | |
| 480V Three Phase 200 Amp | | \$5,581.00 | \$6,976.00 | | +50% rate | | \$6,976.00 | | \$10,464.00 | |
| 25' Round Extension Cord | | \$32.00 | \$40.00 | | | | | | | |

To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

Total Due: \$

FOR MCCA USE ONLY

| | | | |
|----------------|--------------|---------------|---------------|
| Date Received: | Received by: | Check Number: | MC/Visa/Amex: |
|----------------|--------------|---------------|---------------|



Exhibitor Order Form Cleaning Services EXCLUSIVE

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received by August 25, 2015.

Incomplete information will delay processing.

| | | | | |
|--|-------|--------------------|------|----------|
| Event or Show: Cloud Partners Conference & Expo | | Booth no. (s) | | |
| Event or show date(s): Expo Hall Dates: September 16-18, 2015 | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

| BASIC CLEANING SERVICES | DISCOUNT RATE (PER SQ. FT. PER DAY) | STANDARD RATE (PER SQ. FT. PER DAY) |
|--|--|--|
| 1. Initial vacuum or mopping (Before first event day only) | \$0.28 | \$0.35 |
| 2. Daily vacuum or mopping (For all event days including the first day) | \$0.20 | \$0.25 |
| 3. Daily vacuum or mopping plus porter service (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours) | \$0.44 | \$0.55 |

| Service (Check one) | Type (Check one) | Booth size: Total Sq. Ft. | | | | Rate Per Sq. Ft. | # Of Days | Total Due: \$ |
|--|---|---------------------------|-------|-------------------------|--|------------------|-----------|---------------|
| | | Length | Width | Total Sq. Ft. (90 min.) | | | | |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | <input type="checkbox"/> Vacuum <input type="checkbox"/> Mop | | X | = | | | | \$ |

| SPECIAL CLEANING SERVICES | | | | | | | | | |
|--|---------------------------|-------|-------------------------|---|--|--|--|---------------|--|
| Shampoo service (Before first event day) | Booth size: Total Sq. Ft. | | | | | Discount Rate (Per Sq. Ft. per day) | Standard Rate (Per Sq. Ft. per day) | Total Due: \$ | |
| | Length | Width | Total Sq. Ft. (90 min.) | | | | | | |
| | | X | | = | | \$0.39 | \$0.48 | \$ | |
| | | | | | | | | Total Due: \$ | |
| To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com . To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to: | | | | | | | | | |

To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID# : 042768982

| FOR MCCA USE ONLY | | | |
|-------------------|--------------|---------------|---------------|
| Date Received: | Received by: | Check Number: | MC/Visa/Amex: |



**Exhibitor Order Form
Telephone, Internet &
Technical Services
EXCLUSIVE**

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received by August 25, 2015.

Incomplete information will delay processing.

| | | | | |
|--|-------|--------------------|------|----------|
| Event or Show: Cloud Partners Conference & Expo | | Booth no. (s) | | |
| Event or show date(s): Expo Hall Dates: September 16-18, 2015 | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

| STANDARD TELEPHONE SERVICES | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|--|-----|---------------|---------------|---------------|
| Single Line Phone Service (Analog) | | \$287.00 | \$358.00 | |
| Multi-Line Phone Service (Digital) | | \$417.00 | \$521.00 | |
| Speaker Phone Service (Analog) | | \$320.00 | \$400.00 | |
| Polycom Speaker Phone Service (Analog) | | \$371.00 | \$464.00 | |
| Fax Machine Phone Service (Analog) | | \$422.00 | \$528.00 | |

| ADDITIONAL TELEPHONE SERVICES & EQUIPMENT | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|---|-----|---------------|---------------|---------------|
| Call Waiting (Per Phone Line) | | \$50.00 | \$62.50 | |
| Voice Mail (Per Phone Line) | | \$50.00 | \$62.50 | |
| ISDN/BRI Service | | \$300.00 | \$375.00 | |
| Polycom Video Conference Equipment Rental w/ IP Connect Service | | \$1,100.00 | \$1,600.00 | |
| Polycom Video Conference Equipment Rental w/ ISDN Service | | \$2,000.00 | \$2,500.00 | |

| WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|--|-----|---------------|---------------|---------------|
| 200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.) | | \$815.00 | \$1,019.00 | |

CONTINUED ON PAGE 27

| WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|---|-----|---------------|---------------|---------------|
| 300 Kbs Managed Service (1 public IP address) | | \$1,175.00 | \$1,468.75 | |
| 500 Kbs Managed Service (11 public IP address, private VLAN and subnet) | | \$1,875.00 | \$2,344.00 | |
| 750 Kbs Managed Service (18 public IP address, private VLAN and subnet) | | \$2,500.00 | \$3,125.00 | |
| 1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet) | | \$4,100.00 | \$5,125.00 | |
| 3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$6,720.00 | \$8,400.00 | |
| 5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request) | | \$10,000.00 | \$12,500.00 | |

| ADDITIONAL SERVICES & EQUIPMENT | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|---|----------------|---------------|---------------|---------------|
| Additional Public IP Address (not available with 200kbs service) | | \$148.00 | \$185.25 | |
| Copper Patch / Booth to Booth Connection | | \$336.00 | \$420.00 | |
| Fiber Patch/ Booth to Booth Connection | | \$470.00 | \$587.50 | |
| Extend T1 or T3 Service | | \$1,000.00 | \$1,200.00 | |
| Switch | 8 port | \$104.00 | \$130.00 | |
| | 24 port | \$156.00 | \$195.00 | |
| 25' CAT 5e Cable | | \$45.00 | \$56.00 | |
| 50' CAT 5e Cable | | \$61.00 | \$76.75 | |
| 100' CAT 5e Cable | | \$96.00 | \$120.00 | |

| TECHNICAL SERVICES | QTY | DISCOUNT RATE | STANDARD RATE | TOTAL DUE: \$ |
|---|-----|---------------|---------------|---------------|
| Cable TV Service | | \$245.00 | \$306.50 | |
| CATV Tuner Rental | | \$56.00 | \$70.00 | |
| CATV Tap Box Rental | | \$200.00 | \$250.00 | |
| Broadcast Video Service via The Switch | | \$2,000.00 | \$2,500.00 | |

Total Due: \$

To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

| FOR MCCA USE ONLY | | | |
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**Exhibitor Order Form
Rigging Services
EXCLUSIVE**

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.
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| | | | | |
|--|-------|--------------------|------|----------|
| Event or Show: Cloud Partners Conference & Expo | | Booth no. (s) | | |
| Event or show date(s): Expo Hall Dates: September 16-18, 2015 | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

ITEM DESCRIPTION & INFORMATION

**Description of Item (Sign, Banner, Truss, etc.)

| | | | |
|---|-------|--|---|
| Quantity: | Size: | Weight: | Height desired from floor to top of suspended item: |
| Do any items require Electrical service (circle one)? YES NO | | Indicate Service Ordered on Electrical Form: | |
| Date When Your Item Will Be Ready for Hanging: | | Preferred Move-Out Date: | |

PACKAGE RIGGING SOLUTIONS

| Service Description | QTY | Discount Rate | Standard Rate | Total Due: \$ |
|--|-----|---------------|---------------|---------------|
| Basic Rigging Package (Per Sign/Banner) | | \$1550.00 | \$1684.00 | |
| Electrical Rigging Package (Per Sign/Banner) | | \$1794.00 | \$1988.00 | |
| Team Labor Hour | | \$244.00 | \$304.00 | |

CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617-954-2345.

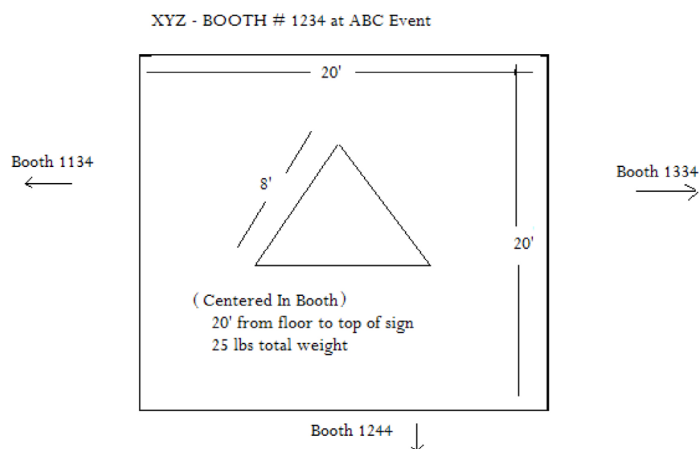
| Equipment Description | QTY | Discount Rate | Standard Rate | Total Due: \$ |
|--------------------------------|--------------------------|---------------|---------------|---------------|
| Silver 12" x 12" Box Truss | 5' Section | \$25.00 | \$30.00 | |
| | 8' Section | \$40.00 | \$48.00 | |
| | 10' Section | \$50.00 | \$60.00 | |
| Black 12" x 12" Box Truss | 5' Section | \$35.00 | \$42.00 | |
| | 8' Section | \$56.00 | \$67.00 | |
| | 10' Section | \$70.00 | \$84.00 | |
| Silver 20.5" x 20.5" Box Truss | 5' Section | \$45.00 | \$54.00 | |
| | 8' Section | \$72.00 | \$86.00 | |
| | 10' Section | \$90.00 | \$108.00 | |
| Corner Block | Silver 12" x 12" box | \$50.00 | \$60.00 | |
| | Black 12" x 12" box | \$65.00 | \$78.00 | |
| | Silver 20.5" x 20.5" box | \$70.00 | \$84.00 | |
| Base Plate | | \$35.00 | \$42.00 | |
| Rotator | | \$150.00 | \$180.00 | |
| Motor | | \$150.00 | \$180.00 | |
| Cheeseboro | | \$6.00 | \$7.00 | |
| Grapple | | \$12.00 | \$14.00 | |

CONTINUED ON PAGE 29

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617.954.2345.

| Lighting Fixtures | QTY | Discount Rate | Standard Rate | Total Due: \$ |
|-------------------------------------|-----|---------------|----------------------|---------------|
| Source 4 Par – (575 watt, 750 watt) | | \$35.00 | \$42.00 | |
| Source 4 Leko - (575, 750 watt) | | \$45.00 | \$54.00 | |
| Par 64 (1000 watt) | | \$30.00 | \$36.00 | |
| Lighting Kits | QTY | Discount Rate | Standard Rate | Total Due: \$ |
| Small Lighting Kit | | \$185.00 | \$212.00 | |
| Medium Lighting Kit | | \$325.00 | \$390.00 | |
| Large Lighting Kit | | \$450.00 | \$540.00 | |
| X-Large Lighting Kit | | \$550.00 | \$660.00 | |
| Dimmer Racks & Lighting Controls | QTY | Discount Rate | Standard Rate | Total Due: \$ |
| Dimmer Control 1.2 x 4 | | \$80.00 | \$96.00 | |
| Dimmer Control 2.4 x 12 | | \$150.00 | \$180.00 | |
| Dimmer Control 2.4 x 24 | | \$320.00 | \$384.00 | |
| | | | Total Due: \$ | |



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

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|----------------|--------------|---------------|---------------|


**Exhibitor Order Form
Plumbing Services
EXCLUSIVE**

Effective July 1, 2015

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Incomplete information will delay processing.

| | | | | | |
|--|-------|--------------------|------|----------|--|
| Event or Show: Cloud Partners Conference & Expo | | Booth no. (s) | | | |
| Event or show date(s): Expo Hall Dates: September 16-18, 2015 | | Exhibiting firm: | | | |
| Billing address: | City: | State: | Zip: | Country: | |
| Phone: | | Email: | | | |
| Ordered by/title: | | Show site contact: | | | |
| Date: | | Contact phone: | | | |

WATER AND DRAIN SERVICES

| Service | Description | QTY | Size | Discount Rate | Standard Rate | Total Due: \$ |
|--------------------------------------|-----------------------------|-----|------|---------------|---------------|---------------|
| Water Approx 75 PSI Up to ¾" line | Individual Connection | | | \$299.00 | \$374.00 | |
| | Additional Connection | | | \$175.00 | \$219.00 | |
| Drain Up to ¾" line | Individual Connection | | | \$299.00 | \$374.00 | |
| | Additional Connection | | | \$160.00 | \$200.00 | |
| Fill & Drain | 0-100 Gallons | | | \$150.00 | \$187.50 | |
| | Each additional 500 gallons | | | \$104.00 | \$130.00 | |

SINK RENTALS

| Service | Description | QTY | Size | Discount Rate | Standard Rate | Total Due: \$ |
|------------------------------------|---|-----|------|---------------|---------------|---------------|
| Cold Water Sink Rental | Includes: sink, one water and one drain connection | | | \$600.00 | \$750.00 | |
| Small Hot & Cold Water Sink Rental | Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection | | | \$800.00 | \$1,000.00 | |

COMPRESSED AIR AND GASSES

| Service | Description | QTY | Size | Discount Rate | Standard Rate | Total Due: \$ |
|-----------------------|-------------------------|-----|------|---------------|---------------|---------------|
| Air Approx 110 PSI | Individual Connection | | | \$365.00 | \$456.00 | |
| | Additional Connection | | | \$188.00 | \$235.00 | |
| CO2 | 20 lb Cylinder (Dry) | | | \$154.00 | \$184.50 | |
| | 50 lb Cylinder (Dry) | | | \$167.00 | \$200.50 | |
| | 20 lb Cylinder (Liquid) | | | \$154.00 | \$184.50 | |
| | 50 lb Cylinder (Liquid) | | | \$167.00 | \$200.50 | |
| Nitrogen | 300 ft3 Tank (Dry) | | | \$206.00 | \$247.75 | |

 To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

Total Due: \$

 EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

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| Date Received: | Received by: | Check Number: | MC/Visa/Amex: |
|----------------|--------------|---------------|---------------|


**Exhibitor Order Form
Security Services**

Effective July 1, 2015

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|--|-------|--------------------|------|----------|
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| Event or show date(s): Expo Hall Dates: September 16-18, 2015 | | Exhibiting firm: | | |
| Billing address: | City: | State: | Zip: | Country: |
| Phone: | | Email: | | |
| Ordered by/title: | | Show site contact: | | |
| Date: | | Contact phone: | | |

| SECURITY SERVICES | | | | | | |
|-------------------|---------------|--------------------------------|------------------|---------------------------------|---------------------------------|---------------|
| Date | # Of Officers | Scheduled hrs. (4 hr. min.) | Total Man hrs. | Discount Rate (per man hrs.) | Standard Rate (per man hrs.) | Total Due: \$ |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | | \$22.50 | \$27.00 | |
| | | | Total Man Hours: | Total Due: \$ | | |

 To pay with a MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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|-------------------|--------------|---------------|---------------|
| Date Received: | Received by: | Check Number: | MC/Visa/Amex: |

Exhibitor Guidelines, Information and Regulations

EXHIBITOR PARTICIPATION REGULATIONS

ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) before entering the facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees

BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:

- a. Boxed or loose product, materials or literature
 - b. Fiber cases used to ship pop-up displays
 - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
- a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one day supply.
 - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
 - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

CANDLES

Candles are permitted for dining setting for the ballroom and exhibit halls so long as the flame from the candle does not exceed the height of the required fire safe enclosure. All candles and required encasements to be used must be approved by the MCCA Public Safety Department.

CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

All persons, vehicles, bags, containers, etc. are subject to search.

FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide

an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
 - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
 - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - c. Cut Christmas trees, cut evergreens or similar trees
 - d. Fireplace logs, charcoal and similar materials
 - e. Untreated mulch and Spanish moss or similar vegetation
 - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
 - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
 - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.

4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers and fire hoses are located on the perimeter wall of the exhibit halls and main floor of the auditorium. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
 - Fabric attached to a ceiling or used to cover any portion of an exhibit
 - Carpet on ceilings, walls, seating products, or as decorative material

LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized.

GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2111.

GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the Boylston Street entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

MATERIAL HANDLING

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors..

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless the size) must be authorized by the show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or professional engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
 - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
 - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
 - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
 - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
 - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
 - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

AUTOMATIC FIRE EXTINGUISHING SYSTEM

1. The following shall be protected by an automatic extinguishing system:
 - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
 - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
 - c. Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:
 - A flame retardant material with a fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
 - A flame retardant open mesh material with a minimum 70% opening
 - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
 - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage (www.massconvention.com).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

CREDENTIALING/POSITIVE ID REQUIRED

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials.

PROTECT YOUR EXHIBIT AND MATERIALS

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

SMOKING

The Hynes is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

SOLICITATIONS

No solicitations or collections are permitted in the Hynes.

VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

Motorized vehicles shall:

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
 - a. Exceptions:
 - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
 - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or “hot” cable be disconnected.
3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

MCCA Services

The MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your Exhibitor Kit.

ATMS

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

AUDIO/VISUAL SERVICES

The Hynes offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes has a clear line of sight to all satellites and dedicated truck parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

SATELLITE SERVICES

The Hynes has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact your Event Services Manager for more details and pricing.

Transportation

PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or “The T”). A number of excellent public transportation options are available for service to and from the Hynes.

TAXI INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available.

PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator’s risk and expense.

Levy Restaurants Hynes Authorization Request

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES. Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on _____

| | | | | | | | | | | |
|-------------------|--|--|-------|--|------------------------|--|------|--|----------|--|
| Event or Show: | | | | | Event or show date(s): | | | | | |
| Exhibiting firm: | | | | | Booth no. (s): | | | | | |
| Billing address: | | | City: | | State: | | Zip: | | Country: | |
| Phone: | | | | | Email: | | | | | |
| Ordered by/title: | | | | | Show site contact: | | | | | |
| Date: | | | | | Contact phone: | | | | | |

PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed _____ Approved _____ Date _____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____ TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department
900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281



THE UNEXPECTED **AWAITS**

**BOSTON CONVENTION & EXHIBITION CENTER
AND JOHN B. HYNES VETERANS
MEMORIAL CONVENTION CENTER**

EXHIBITOR CATERING MENU

Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

Levy Restaurants

PLAN WITH EASE

To help facilitate your event planning, our policies and procedures are provided below.

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable, disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable, disposable ware.

BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Alcohol cannot be brought into or removed from the premises.

LINEN SERVICE & DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

SPECIALTY EQUIPMENT

Specialty equipment such as water coolers and espresso machines are available. Please contact your Catering Sales Manager for options.

INCENTIVE PRICES

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

SAMPLING

Food and/or beverage products may be sampled without waiver fee, if the product being sampled is manufactured, produced or distributed by the exhibiting company.

Sample sizes are as follows:

Alcohol: Contact your Catering Sales Manager

Food: Not more than 2 ounces

Non-Alcoholic Beverages: Not more than 4 ounces

TABLES AND ELECTRICAL NEEDS

Levy Restaurants Exhibitor Catering does not supply tables or electrical needs for your booth. Please contact your service contractor.

CONTACT

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

900 Boylston Street
Boston, MA 02199
(617) 954-2189

BOSTON CONVENTION & EXHIBITION CENTER

415 Summer Street
Boston, MA 02210
(617) 954-2382

Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

Levy Restaurants



YOUR EXECUTIVE CHEFS

CHRISTOPHER PULLING

Executive Chef Christopher Pulling brings the taste of New England alive at the Boston Convention & Exhibition Center. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local seafood selections direct from the waterfront are complemented by hearty local favorites, serving up a melting pot of Boston flavors on every plate.

A graduate of the prestigious Culinary Institute of America, Christopher holds a degree in Hospitality and Culinary Arts, earned the title of Certified Executive Chef and Certified Culinary Administrator through the American Culinary Federation and holds a Certificate of Achievement in Advanced Baking and Pastry through the French Culinary Institute in NYC.

Christopher began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Christopher was selected to the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 All-Star Game and Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

A veteran of the hospitality industry, Christopher brings 12 years of hotel and resort experience to the Levy family table. In his eight years with Hyatt Hotels and Resorts, Christopher earned numerous management awards, including Department of the Year. Two years at Destination Hotels & Resorts in Vail, Colorado, and an Area Chef position at Bristol Hotels & Resorts round out his experience.

TIMOTHY ELDERKIN

Executive Chef Timothy Elderkin embraces the bounty of New England ingredients and its distinctive cuisine at the John B. Hynes Veterans Memorial Convention Center. Warm hospitality and excellent food are the priority for Chef Elderkin and his hyper capable team, who serve a wide variety of events at the high volume convention center.

A native New Englander, Chef Elderkin was born and raised in Cumberland, RI, where his passion for the outdoors was equal only to his enthusiasm for the local cuisine. In 2001, he received an Associates of Science Degree in Culinary Arts and a Bachelor's of Science Degree in Food Service Management from Johnson and Wales University.

Following culinary school, Tim remained local before moving to Boston in 2003 to continue developing his career. As Sous Chef at Fenway Park in 2004, Chef Tim was a hugely proud part of the Boston Red Sox team that brought home the first Championship in 86 years.

In 2010, Tim made another big move, transitioning to Levy Restaurants at the John B Hynes Veterans Memorial Convention Center. Working closely with Chefs Matt Roach and Chris Pulling for over three years, positioned Chef Tim to attain the prestigious Executive Chef position at Hynes. Tim's energy paired with a natural sense of hospitality creates a stellar experience for each and every center attendee. Since 2010, Chef Tim has supported several exciting events including the 2011 Wells Fargo Championship in Charlotte, NC and the 2012 Food City 500 in Bristol, TN.

EXPECT EXTRAORDINARY

Take a seat at our family table, where over 30 years of culinary and hospitality experience come together. Our business is creating the unforgettable and we understand every event stands alone. Experience our heartfelt hospitality and award-winning food in stunning surroundings, scaled to your needs and tailored to your taste.

EXHIBITOR CATERING MENU

MADE-TO-ORDER MORNINGS

| | |
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SNACKS AND BEVERAGES

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LUNCH WITH PERSONALITY

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Levy Restaurants



MADE-TO-ORDER MORNINGS

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

| | INCENTIVE PRICE | STANDARD PRICE |
|--|-------------------|-------------------|
| TRADITIONAL CONTINENTAL BREAKFAST <ul style="list-style-type: none">• Orange and cranberry juices• Breakfast breads and Danish• Sweet butter and fresh fruit preserves• Selection of individual low-fat yogurts• Au Bon Pain coffee | 18.00 PER PERSON | 20.00 PER PERSON |
| BACON, EGG AND CHEESE SANDWICH Bacon with Cheddar cheese and scrambled eggs on a buttery croissant | 72.00 PER DOZEN | 80.00 PER DOZEN |
| SCONES Spiced apple, blueberry, cranberry-orange and ginger | 38.00 PER DOZEN | 42.00 PER DOZEN |
| MUFFIN TOPS Low-fat and whole grain | 38.00 PER DOZEN | 42.00 PER DOZEN |
| DANISH PASTRIES Fruit and cheese filled | 38.00 PER DOZEN | 42.00 PER DOZEN |
| BAGEL SHOP Fresh-baked bagels with low-fat and plain cream cheese <i>*Power Requirements - (1) 110v/20amp outlet</i> | 38.00 PER DOZEN | 42.00 PER DOZEN |
| MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-yogurt dipping sauce (serves 10 guests) | 50.00 PER PLATTER | 55.00 PER PLATTER |

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SNACKS

Suggested serving size: 1 pound per 10 guests

| | INCENTIVE PRICE | STANDARD PRICE |
|--|-----------------|-----------------|
| TORTILLA CHIPS Served with salsa cruda and guacamole | 50.00 PER POUND | 55.00 PER POUND |
| POTATO CHIPS AND GOURMET DIPS Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips | 50.00 PER POUND | 55.00 PER POUND |
| GRANOLA BARS | 27.00 PER DOZEN | 30.00 PER DOZEN |
| SNACK MIX | 12.00 PER POUND | 14.00 PER POUND |
| HERSHEY'S KISSES | 12.00 PER POUND | 14.00 PER POUND |
| PRETZEL TWISTS | 12.00 PER POUND | 14.00 PER POUND |
| DELUXE MIXED NUTS | 18.00 PER POUND | 20.00 PER POUND |
| WHOLE FRESH FRUIT | 39.00 PER DOZEN | 43.00 PER DOZEN |
| INDIVIDUAL LOW-FAT FRUIT YOGURTS | 39.00 PER DOZEN | 42.00 PER DOZEN |
| ASSORTED CANDY BARS (FULL SIZED) | 36.00 PER DOZEN | 40.00 PER DOZEN |
| INDIVIDUAL BAGS OF CHIPS AND SNACKS | 36.00 PER DOZEN | 40.00 PER DOZEN |

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BEVERAGES

Suggested serving size: 1 gallon per 12 guests, minimum 3 gallons per item

| | INCENTIVE PRICE | STANDARD PRICE |
|---|------------------|------------------|
| AU BON PAIN COFFEE AND TEA Fresh-brewed Au bon Pain coffee, decaffeinated coffee and flavored Tazo teas | 49.00 PER GALLON | 54.00 PER GALLON |
| WICKED GOOD HOT CHOCOLATE Mini marshmallows, chocolate shavings and whipped cream | 49.00 PER GALLON | 54.00 PER GALLON |
| HOT APPLE CIDER Orange zest and cinnamon sticks | 49.00 PER GALLON | 54.00 PER GALLON |
| SPA WATER REFRESHER Natural spring water infused with fresh fruit | 45.00 PER GALLON | 50.00 PER GALLON |
| BLENDED LEMONADES Strawberry, cranberry-lime, lavender or lemon-basil | 59.00 PER GALLON | 65.00 PER GALLON |
| SPECIALTY ICED TEA BAR Raspberry or mango mint teas served with fresh-cut lemons and simple syrup | 59.00 PER GALLON | 65.00 PER GALLON |
| BOTTLED JUICES (15.2 OZ.) Apple, cranberry and orange | 90.00 PER CASE | 99.00 PER CASE |
| ASSORTED PEPSI PRODUCTS (12 OZ.) | 90.00 PER CASE | 99.00 PER CASE |
| AQUAFINA BOTTLED WATER (16.9 OZ.) | 90.00 PER CASE | 99.00 PER CASE |
| FLAVORED POLAND SPRINGS SPARKLING WATER (16.9 OZ.) | 90.00 PER CASE | 99.00 PER CASE |
| WATER COOLER RENTAL <i>*Power Requirements: 110v/20amps</i> | 75.00 PER DAY | 83.00 PER DAY |
| 5-GALLON WATER JUG | 35.00 EACH | 38.50 EACH |
| CUBED ICE (5 LB. BAG) | 6.00 PER BAG | 7.00 PER BAG |
| CLASSIC ICED TEA | 38.00 PER GALLON | 45.00 PER GALLON |
| FRESH LEMONADE | 38.00 PER GALLON | 45.00 PER GALLON |

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SWEETS

| | INCENTIVE PRICE | STANDARD PRICE |
|---|-----------------|-----------------|
| GOURMET BROWNIES Espresso, chocolate chunk, turtle and fudge | 38.00 PER DOZEN | 42.00 PER DOZEN |
| WHOOPIE PIES Chocolate, carrot cake and peanut butter | 38.00 PER DOZEN | 42.00 PER DOZEN |
| BAKED COOKIES Chocolate chunk, oatmeal raisin and peanut butter | 34.00 PER DOZEN | 38.00 PER DOZEN |
| GOURMET DESSERT BARS Raspberry, blueberry, lemon and nut-filled bars | 38.00 PER DOZEN | 42.00 PER DOZEN |
| CHOCOLATE COVERED STRAWBERRIES | 60.00 PER DOZEN | 66.00 PER DOZEN |
| GOURMET CHOCOLATE TRUFFLES Raspberry, white chocolate, mocha, Bavarian cream, caramel and dark chocolate | 38.00 PER DOZEN | 42.00 PER DOZEN |
| CHEESECAKE LOLLIPOPS Assorted flavors | 42.00 PER DOZEN | 47.00 PER DOZEN |
| MINI CANNOLI | 38.00 PER DOZEN | 42.00 PER DOZEN |
| RICE KRISPY TREATS Classic, hand-dipped chocolate and peanut butter | 38.00 PER DOZEN | 42.00 PER DOZEN |
| GOURMET CUPCAKE BAR A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean | 52.00 PER DOZEN | 58.00 PER DOZEN |
| MACARON MADNESS Vanilla, pistachio, coffee, raspberry, lemon and chocolate | 34.00 PER DOZEN | 38.00 PER DOZEN |

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CHEF'S TABLES

Minimum of 20 guests per selection. All Chef's Tables include disposable ware. Beverages are not included

LITTLE ITALY

- Tomato Basil Soup
- Vegetable Chopped Salad – honey Dijon vinaigrette
- Pesto Pasta Salad
- Wood Roasted Chicken
- Penne Primavera
- Grilled Asparagus
- Garlic bread
- Tiramisu & Cannolis

INCENTIVE PRICE – 30.00 PER PERSON

STANDARD PRICE – 33.00 PER PERSON

TASTES OF NEW ENGLAND

- New England Clam Chowder
- Field Greens Salad with Balsamic and Ranch Dressings
- Garlic Poached Fingerling Potato Salad
- Braised Short Ribs – cranberry reduction & Parmesan polenta
- Four-Cheese Macaroni & Cheese
- Honey Glazed Carrots
- Assorted Whoopie Pies

INCENTIVE PRICE – 30.00 PER PERSON

STANDARD PRICE – 33.00 PER PERSON

FARM STAND SANDWICH & SALAD TABLE

- Harvest Grain Salad
- Classic Caesar Salad – Romaine hearts, traditional dressing, garlic croutons and shaved Parmesan cheese
- Italian Bulkie – shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and Provolone with herb aioli
- Tuscan Chicken – grilled herb marinated chicken, oven-dried tomato, balsamic onions and Provolone on rosemary focaccia
- Vegetable Salad Sandwich – pesto aioli and baby spinach on a croissant
- Kettle-Style Potato Chips & BBQ Chips
- Assorted Dessert Bars

INCENTIVE PRICE – 28.00 PER PERSON

STANDARD PRICE – 31.00 PER PERSON

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BOX LUNCHES

A great option for the grab and go lunch!

BOX LUNCHES

- Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli
- Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese
- Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese
- Ham and Swiss on Pretzel Bread
- “ZLT” Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto
- Italian Chopped Salad – grilled chicken, crispy bacon, romaine, radicchio, tomato, red onion, ditalini and crumbled blue cheese with honey Dijon vinaigrette

EACH LUNCH INCLUDES:

- Whole Fresh Fruit
- Bag of Cape Cod Chips
- Dancing Deer Cookie

INCENTIVE PRICE STANDARD PRICE

| | |
|------------|------------|
| 24.00 EACH | 27.00 EACH |
| 24.00 EACH | 27.00 EACH |
| 24.00 EACH | 27.00 EACH |
| 24.00 EACH | 27.00 EACH |
| 24.00 EACH | 27.00 EACH |
| 24.00 EACH | 27.00 EACH |

INCENTIVE PRICE STANDARD PRICE

BISTRO BOXES

- Artisan cheese, gourmet crackers and seasonal fruit with honey and vanilla yogurt dip
- Seasonal vegetable crudité with roasted pepper hummus, sea salt edamame and pita chips
- Dry-aged salami, prosciutto and coppa ham, aged Provolone, cherry peppers, grilled focaccia and sun-dried tomato oil
- Fresh Mozzarella and vine-ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto

| | |
|------------|------------|
| 18.00 EACH | 20.00 EACH |
| 12.00 EACH | 14.00 EACH |
| 20.00 EACH | 24.00 EACH |
| 20.00 EACH | 24.00 EACH |

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RECEPTION HORS D'OEUVRES

Prices shown below are incentive prices and applicable to all orders placed at least 21 days prior to show start. Orders placed less than 21 days prior to show start are subject to standard pricing. 50 piece minimum per item.

NEW ENGLAND SPECIALTIES

- Slow-Cooked Boston Baked Beans – caramelized onions and brown bread 3.00 PER PIECE
- Individual Yankee Pot Roast – braised beef tips, sweet peas, carrots and potatoes topped with mini buttermilk herb biscuits 4.00 PER PIECE
- BBQ Oyster – charred corn, smoky bacon and citrus aioli 5.00 PER PIECE

FLATBREADS AND FLATINIS

- Fig and Blue Cheese Flatbread – sweet imported fig preserves, creamy blue cheese and green onions 4.50 PER PIECE
- Chicken Pesto Flatbread – fresh pesto, diced chicken, tender artichoke hearts, sun-dried tomatoes and Asiago cheese 4.50 PER PIECE
- Mini Reuben Flatini – corned beef, sauerkraut and Swiss cheese on lightly toasted flatbread 4.50 PER PIECE

RETRO MINIS – CLASSIC FAVORITES

- Beef Wellington Bites – horseradish cream 5.00 PER PIECE
- Frank 'n Blanket – cocktail sausage and flaky puff pastry 3.00 PER PIECE
- Chicken Cordon Blue – smoked ham and blue cheese sauce 3.50 PER PIECE

STUFFED MUSHROOMS

- Fennel Sausage and Garlic Bread Crumbs 4.00 PER PIECE
- Grilled Vegetable 4.00 PER PIECE
- Maine Lobster 5.50 PER PIECE

SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 4.50 PER PIECE
- Sizzling Short Rib – Thai peanut sauce 5.00 PER PIECE
- Basil-Garlic Shrimp – chili lime mint sauce 5.00 PER PIECE

MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman's Wharf-Style – lemon horseradish cocktail sauce 6.00 PER PIECE
- Bayou-Blackened – remoulade sauce 6.00 PER PIECE
- Pesto-Marinaded – lemon aioli 6.00 PER PIECE

MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.50 PER PIECE
- Firehouse Burger – bacon and barbecue sauce 5.50 PER PIECE
- Gourmet Burger – truffle aioli and Gruyère cheese 5.50 PER PIECE

COASTAL FAVORITES

- Signature Crab Cakes – lemon aioli 6.00 PER PIECE
- Seared Sesame Tuna Wonton – seaweed salad and wasabi cream 6.00 PER PIECE
- Smoked Salmon Cracker – crème fraîche, capers and red onion 6.00 PER PIECE

GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – artisan olive oil 4.00 PER PIECE
- Whipped Ricotta – olive salad 4.00 PER PIECE
- Beef Carpaccio – garlic aioli and Parmesan 4.00 PER PIECE

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QUESADILLAS

- House-Smoked Brisket and Cheddar Cheese – avocado crema 4.50 PER PIECE
- Ancho Chicken and Jack Cheese – salsa verde 4.50 PER PIECE
- Baby Spinach and Mushroom – pico de gallo 4.50 PER PIECE

SPOONS

- Ahi Tuna Tartare – lemon olive oil, capers and basil 6.00 PER PIECE
- Classic Steak Tartare – mustard, egg and shallots 5.00 PER PIECE
- Fresh Crab Salad – citrus aioli and fresh chives 6.50 PER PIECE

MINIATURE TOSTADAS

- Spicy Seared Ahi Tuna – cilantro lime crema and jalapeño slaw 6.00 PER PIECE
- Duck Breast – pasilla peppers and tropical mango salsa 6.00 PER PIECE
- Hand-Pulled Chicken – black bean purée, queso fresco and pickled red onion 5.00 PER PIECE

HANDCRAFTED MINI SLIDERS

- Slow-Roasted Prime Rib – smoked Cheddar, caramelized onions and BBQ sauce 5.00 PER PIECE
- Breaded Chicken Parmesan – marinara and fresh Mozzarella 4.00 PER PIECE
- Homemade Meatloaf – crispy onions and sautéed wild mushrooms 4.00 PER PIECE

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RECEPTION DISPLAYS

| | INCENTIVE PRICE | STANDARD PRICE |
|---|-----------------|----------------|
| FARMERS MARKET TABLE Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil (serves 25) | 210.00 | 230.00 |
| ARTISAN CHEESE BOARD Selection of local and imported farmstead cheeses, accompanied by housemade chutneys, local honey, artisan breads and crackers (serves 25) | 195.00 | 215.00 |
| GARDEN FRESH VEGETABLE BASKET Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks (serves 25) | 175.00 | 192.50 |
| ANTIPASTI Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbreads, crostini and breadsticks (serves 25) | 225.00 | 247.50 |
| SUSHI A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi. Served with seaweed salad, wasabi, pickled ginger and a variety of dipping sauces (serves 25) | 395.00 | 435.00 |
| RAW BAR A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aioli, remoulade sauce and specialty hot sauces <ul style="list-style-type: none"> • Jumbo shrimp • Fresh oysters • Crab legs | MARKET PRICE | |
| SMOKED SALMON A great addition to the raw bar! Pastrami-smoked salmon served with classic garnishes, sliced pumpernickel and crème fraîche (serves 25) | 275.00 | 302.50 |
| MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry yogurt sauce (serves 10) | 50.00 | 55.00 |

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EXHIBITOR FAVORITES AND TRAFFIC PROMOTERS

Do you need a unique way to make your booth stand out from the crowd? We can help! Let us customize a booth traffic promoter to meet your needs. Here are a few ideas to get you started!
NOTE: Exhibitors are responsible for power requirements for all services listed below.

| | INCENTIVE PRICE | STANDARD PRICE |
|--|-----------------|----------------|
| CHOCOLATE CHIP COOKIE STOP | 480.00 | 530.00 |
| Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up <i>*An attendant is required</i> <i>*Power Requirements: 110volt/200amps (oven)</i> | | |
| ADDITIONAL CASE OF COOKIES | 480.00 | 530.00 |
| ICE CREAM COOLER | 480.00 | 530.00 |
| Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up <i>*Power Requirements: 110volt/200amps (cooler)</i> | | |
| ADDITIONAL 120 ASSORTED ICE CREAM BARS | 480.00 | 530.00 |
| CAMPFIRE S'MORES PACKAGE | | |
| On-stage roasted marshmallow sandwich with milk chocolate and graham crackers. | | |
| INCENTIVE - 4.00 PER PERSON STANDARD - 5.00 PER PERSON | | |
| Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up <i>*An attendant is required for this service</i> | | |
| DONUTS AND KEURIG COFFEE* | | |
| Eight dozen donuts to include chocolate, plain, glazed and butternut. Paired with 96 cups of regular, decaf or flavored Keurig K-cups. | | |
| INCENTIVE - 500.00 PER DAY STANDARD - 550.00 PER DAY | | |
| Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up <i>*Power Requirements: 110volt/200amps</i> <i>*An attendant is optional for this service</i> | | |

OTHER EXHIBITOR SERVICES

BOTTLED WATER WAIVER FEE

A waiver fee applies to any exhibitor bringing in logo bottles of water.
Waiver is priced per bottle – please contact your Catering Sales Manager for details.

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WICHES OF BOSTON

1,550.00 PER DAY

Attract crowds to your booth with a magical, cool mist! Starting with the finest ingredients, zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth flavorful creations emerge from a cloud of cool mist. No magic wand, no abracadabra just a touch of modern culinary magic.

Appropriate supplies to include: rental of “Wiches of Boston” machinery, 2 trained ‘mixologists’, paper/plastic cups, spoons and napkins

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up

**Power Requirements: TBD*

ALL ICE CREAM, FROZEN YOGURT AND SORBETS ARE AVAILABLE IN THE FOLLOWING SIZES:

4 OZ. SERVING 6.00 EACH

**Minimum order of 250 cups*

3 OZ. SERVING 4.50 EACH

**Minimum order of 350 cups*

2 OZ. SERVING 3.55 EACH

**Minimum order of 450 cups*

MAKE IT AN ICE CREAM SANDWICH FOR 1.00 MORE!

ADDITIONAL ORDERS MAY BE PLACED ON-SITE IN 100 CUP INCREMENTS

ICE CREAM FLAVORS INCLUDE:

TRADITIONAL FLAVORS OF:

- Vanilla, Chocolate and Strawberry
- OR
- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies
- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- Rich Italian espresso with lightly salted chocolate brownies
- Lightly salted caramel with praline pecans

FROZEN YOGURT FLAVORS INCLUDE:

Creamy smooth mango, blueberry, chai or strawberry.

All can be complemented with sweet yogurt dipped pretzels or yogurt covered raisins

SORBET FLAVORS INCLUDE:

- Raspberry
- Passion fruit
- Mango
- Blood Orange

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MARKEY LTD ESPRESSO SERVICE

3,200.00 PER DAY

Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. Our friendly crew ensures your guests will have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolates.

Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar.

POWER REQUIREMENTS:

- Coffee machine: 5kW, 30 Amp at 240 volts
- Grinder: 350W, 5 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts



MARKEY LTD VEGETABLE & FRUIT JUICE BAR

3,400.00 PER DAY

Two trained baristas will press fresh and seasonal locally sourced fruits and vegetables to produce the most natural of juices. Our menu is designed with nutritional values, taste and color in mind.

FLAVORS:

- Orlando Orange: Carrot, Apple, Ginger and Orange Juice
- Green Goddess: Celery, Cucumber, Spinach, Apple and Lemon
- Pink Lady: Apple, Pineapple and Beetroot

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)
- Refrigerator: 10 Amp at 115 volts



MARKEY LTD MILKSHAKE BAR

3,400.00 PER DAY

Traditional, old-fashioned thick and creamy flavorful milkshakes made to order using all-natural ingredients. The Markey Milkshake Bar will keep them coming all day long!

FLAVORS:

- Strawberry, Chocolate, Banana, Caramel - Choose any or all!

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service please, let us know.

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employee.



MARKEY LTD ITALIAN GELATO BAR

3,400.00 PER DAY

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors, a perfect attraction to your booth. Our menu of flavors includes intensely delicious dairy-free sorbets and creamy gelato.

FLAVORS:

- Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry and Lemon. Our Gelato freezer can display up to 6 flavors.

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hours power supply is required for the Gelato cabinet.



MARKEY LTD SMOOTHIE BAR

3,400.00 PER DAY

Two trained baristas will cut, shake, stir and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

FLAVORS:

- Fantastic 5: Blueberry, Blackberry, Strawberry and Raspberry with Cranberry juice
- Tropic Passion: Mango, Passion Fruit and Watermelon with Orange Juice & Coconut Water
- Zinger: Strawberry, Banana, Lime Juice and Mint with Apple Juice
- Pinkie Deluxe: Strawberry & Morello Cherry with Low-Fat Natural Yogurt

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts



MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

3,400.00 PER DAY

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar

- Frozen Yogurt Flavors: Non-Fat or Natural Tart base
- Soft Serve Ice Cream: Vanilla
- Toppings for Both: Strawberry, Blueberry, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Caramel and Honey

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each

POWER REQUIREMENTS:

- Frozen Yogurt/Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service please, let us know.

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employee.



BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted, bartender fees apply.

HOSTED DELUXE BAR

COCKTAILS

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

7.50 PER DRINK

WINES BY THE GLASS

Featuring Folie a Deux Chardonnay, Avalon Cabernet Sauvignon, Red Rock 'Reserve' Merlot and Beringer White Zinfandel

7.00 PER GLASS

SPARKLING

Cook's Brut

7.00 PER GLASS

Imported Beer

6.50 PER DRINK

Domestic Beer

6.25 PER DRINK

Bottled Water

3.75 PER DRINK

Soft Drinks

3.75 PER DRINK

Juices

3.75 PER DRINK

HOSTED PREMIUM BAR

COCKTAILS

Featuring Smirnoff, Bombay, Dewar's, Jim Beam, Bacardi Superior, Canadian Club, José Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth

7.00 PER DRINK

WINES BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel

6.25 PER GLASS

SPARKLING

Cook's Brut

7.00 PER GLASS

Imported Beer

6.50 PER DRINK

Domestic Beer

6.25 PER DRINK

Bottled Water

3.75 PER DRINK

Soft Drinks

3.75 PER DRINK

Juices

3.75 PER DRINK

Cash bar options are available.

All bar services require a Levy Restaurants bartender.

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employee.



EXHIBITOR CATERING ORDER FORM

Please provide the following information to process your order:

EXHIBITING COMPANY INFORMATION

| | | | |
|--|--|----------|--|
| Company Name (Include Booth Name if Different): | | | |
| Billing Address: | | | |
| City, State, Zip Code: | | Country: | |
| Main Telephone Number: | | | |
| Main Fax Number: | | | |
| Email Address: | | | |

BOOTH INFORMATION

| | | | |
|------------------------------|--|-------------|--|
| Event Name: | | | |
| Booth Number: | | Booth Size: | |
| On-Site Contact Name: | | | |
| On-Site Contact Cell Number: | | | |

| DELIVERY DATE | DELIVERY TIME/ END TIME | ITEM DESCRIPTION | QTY | TOTAL PRICE |
|---------------|-------------------------|------------------|-----|-------------|
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Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees.

No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Hynes. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION

| | |
|--|--------------------------|
| Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover | Billing Zip Code: |
| Credit Card Number: | Exp Date: |
| Signature of Card Holder: | Name as appears on Card: |

Fax or Scan To: Cortney Fullerton – Senior Catering Sales Manager

Levy Restaurants | Hynes Convention Center

Phone: 617.954.2379 | Fax: 617.954.2281 | Email: fullerton@levyrestaurants.com



EXHIBITOR PHOTOGRAPHY ORDER FORM

Show Name: _____ Show Location: _____ Booth Number: _____

Company Name: _____ Exhibitor Name: _____ Dates: _____

On-Site Contact Person: _____ On-Site Cell Phone: _____

How would you like the booth photographed? | ☐ **EMPTY** | ☐ **STAFFED - Date** ____ / ____ **Time** ____ | ☐ **CROWDED**

All photography is usually done before the exhibit hall opens on the second or third day of the show.
If you have special requirements, equipment or lights that must be turned on please notify us at time of order.

| Exhibit Photography | Price | Quantity | Total |
|--|---------------|-----------------|--------------|
| First view including 8" X 10" Print and high resolution file on CD | \$225.00 each | _____ | _____ |
| Additional views including Print and file on CD | \$100.00 each | _____ | _____ |
| Additional 8" X 10" Print | \$ 25.00 each | _____ | _____ |
| Additional CDs | \$ 25.00 each | _____ | _____ |
| First view including 8" X 10" Print | \$175.00 each | _____ | _____ |
| Additional views including 8" X 10" Print | \$ 75.00 each | _____ | _____ |
| Additional 8" X 10" Print | \$ 25.00 each | _____ | _____ |
| First view including high resolution Digital Image on CD | \$175.00 each | _____ | _____ |
| Additional views including Digital Image CD | \$ 75.00 each | _____ | _____ |
| Additional CD with all images from shoot | \$ 25.00 each | _____ | _____ |

| Event Photography | Price | Quantity | Total |
|---|---------------|-----------------|--------------|
| First hour of photography including all digital files on CD | \$200.00 each | _____ | _____ |
| Additional hours | \$150.00 each | _____ | _____ |
| Online e-commerce web site with all images from event | \$ 25.00 each | _____ | _____ |
| Travel time per hour (for events not held at the convention center) | \$ 85.00 each | _____ | _____ |

Additional Photography and Video Services

Instant digital pictures of attendees printed on site in seconds in your exhibit booth or at special events.

Prints with your company logo are a great promo tool! Please call for a quotation

Video coverage in your exhibit booth or at special events anywhere in the city. Delivered to you on tape or DVD.

Video is shot on broadcast quality equipment! Please call for a quotation

Product photography in your exhibit booth before or after the show!

Photography at the convention center or overnight in our downtown Boston studio! Please call for a quotation

Shipping Charge in U.S.(international shipping rates add \$10.00) | ☐ Priority Mail \$10.00 | ☐ 2nd day \$17.50 | ☐ Overnight \$27.50

All orders must be prepaid by check, Visa, MasterCard, Discover or American Express

Shipping and billing information

| | |
|---|-----------------------|
| Company Name: _____ | Sub Total _____ |
| Attention: _____ | 6.25% MA Tax _____ |
| Address: _____ | Shipping Charge _____ |
| City: _____ State: _____ Zip: _____ | |
| Phone: (____) _____ - _____ E-mail: _____ | Total _____ |

Credit Card information

☐ MasterCard ☐ Visa ☐ Amex

Name on Card: _____ Card Number: _____ Exp. Date ____ / ____

Atlantic Photo Service, Inc. 100 Southamptn Street Boston Massachusetts 02118

Tel: 617-427-8300 - Fax: 617-427-7472 - photorequest@atph.com

The Event Collection



Buffet



Classic Buffet Tall A

Arrangement size: 14" w x 36" h

\$125. - \$200.



Contemporary Buffet Tall A

Arrangement size: 30" w x 30" h

\$150. - \$200.



Contemporary Buffet Tall B

Arrangement size: 14" w x 36" h

\$150. - \$225.



Classic Buffet Tall B

Arrangement size: 14" w x 36" h

\$125. - \$200.

Buffet



Classic Buffet Tall C

Arrangement size: 14" w x 36" h

\$175. - \$250.



Contemporary Buffet Low A

Arrangement size: 16" w x 16" h

\$100. - \$150.



Contemporary Buffet Low B

Arrangement size: 20" w x 8.5" h

\$150.



Contemporary Buffet Tall C

Arrangement size: 14" w x 36" h

\$150.

Centerpiece



Contemporary Bundled Design A

Arrangement size: 12" w x 12" h

\$75. - \$100.



Contemporary Bundled Design B

Arrangement size: 10" w x 12" h

\$75. - \$100.



Contemporary Gathered A

Arrangement size: 20" w x 20" h

\$85. - \$125.



Contemporary Gathered B

Arrangement size: 22" w x 16" h

\$125. - \$200.



Classic Centerpiece A

Arrangement size: 8" w x 9" h

\$65. - \$100.



Classic Centerpiece B

Arrangement size: 10" w x 12" h

\$125. - \$175.



Contemporary Composite Design

Arrangement size: 4" w x 6" h

\$80. - \$150.



Contemporary Centerpiece

Arrangement size: 10" w x 11" h

\$65. - \$85.

Cocktail



Contemporary Cocktail Tall A

Arrangement size: 5" w x 16" h

\$25. - \$35.



Contemporary Cocktail Tall B

Arrangement size: 5" w x 18" h

\$35. - \$45.



Contemporary Cocktail Low A

Arrangement size: 4" w x 5" h

\$10. - \$20.



Contemporary Cocktail Low B

Arrangement size: 8" w x 5" h

\$35. - \$45.



Contemporary Cocktail Tall C

Arrangement size: 8.5" w x 12" h

\$65. - \$85.



Contemporary Cocktail Cubes

Arrangement size: 4" w x 4" h or 5" w x 5" h

\$25. - \$35. each



Classic Cocktail A

Arrangement size: 7" w x 7" h

\$35. - \$50.



Classic Cocktail B

Arrangement size: 7" w x 7" h

\$35. - \$50.

Partial Client List:

Aramark/Fenway Park

Barclay's

BCEC

Gourmet Caterers

Boston Gourmet/Symphony Hall

Boston Properties

CB Richard Ellis

Del Frisco's Steakhouse

Entertainment Cruises

Equity Office

Fairmont Copley Plaza

Fallon Company

Fidelity

Foley Hoag

Massachusetts Convention Center

Renaissance Boston Waterfront Hotel

Seaport Hotel

Seyfarth Shaw

World Trade Center



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635 East Broadway • South Boston, MA 02127

200 Seaport Boulevard • World Trade Center • Boston, MA 02210

Phone: 800.338.7271 • www.stapletonfloral.com



Stapleton Floral
635 East Broadway, South Boston - 200 Seaport Blvd, Boston
v: 617.269.7271 - v: 617.399.9960
www.StapletonFloral.com - - f: 617.269.1115

Plant and Floral Contract

| Qty | Items for Rent | Unit Price | Total Price |
|-----|--|------------|-------------|
| | Large Fern Plant | \$35 | |
| | Ivy or Pothos Plant* | \$35 | |
| | 2' Green Table Plant* | \$35 | |
| | 3-5' Green Floor Plant* | \$50 | |
| | 6-7' Green Floor Plant (Ficus or Palm) | \$65 | |
| | | | |
| | | | |
| | Items for Purchase | | |
| | One Dozen Short Stem Roses | \$65 | |
| | One Dozen Long Stem Roses | \$85 | |
| | Compact Floral Arrangements (hydrangea, roses, gerbera, orchids etc) | | |
| | (Price differences are based on size and fullness) | | |
| | Compact Floral Arrangement (Medium) | \$50 | |
| | Compact Floral Arrangement (Large) | \$75 | |
| | Compact Floral Arrangement (Deluxe) | \$100 | |
| | Tall Floral Arrangements (delphinium, snap dragons, bells of Ireland, lilies, branch etc) | | |
| | (Price differences are based on size and fullness) | | |
| | Tall Floral Arrangement (Medium) | \$75 | |
| | Tall Floral Arrangement (Large) | \$100 | |
| | Tall Floral Arrangement (Deluxe) | \$150 | |
| | Tropical Floral Arrangements - Tall (ginger, birds of paradise, anthriums) | | |
| | (Price differences are based on size and fullness) | | |
| | Tropical Tall (Medium) | \$100 | |
| | Tropical Tall (Large) | \$125 | |
| | Tropical Tall (Deluxe) | \$150 | |
| | | | |
| | Orchid plant (with bamboo) | \$100 | |
| | Blooming Azaleas (or comparable flowering plant) Small | \$40 | |
| | Blooming Azaleas (or comparable flowering plant) Large | \$50 | |
| | Chrysanthemum Plant - Small | \$25 | |
| | Chrysanthemum Plant - Large | \$50 | |

All plant rentals are delivered in a decorative container which is included in the cost

Please note any special requests here:

Subtotal:

(Sales tax does not apply to rental items) 6.25% MA Sales Tax:

INVOICE TOTAL:

Exhibit Name: _____ Exhibit Date: _____ Time _____ Exhibiting Company _____

Location _____ Booth # _____ Rental Pickup Date _____ Time _____

| Booth Representative | Phone | Fax | Email |
|----------------------|-------|-----|-------|
|----------------------|-------|-----|-------|

| | | | | |
|--|---|---|---|-----|
| MC – Visa – AMEX – Discover (circle one) Credit Card # | - | - | - | Exp |
|--|---|---|---|-----|

Security Code: _____

| | | | |
|--|---|--|--|
| | <p>Conditions: All orders must be paid in full prior to delivery. Prices include delivery charges. There is a \$25 fee for returned checks. Cancellations must be received in writing 48 hours prior to the set up of the show or a 50% charge applies. There are no refunds for on-site cancellations.</p> <p>This order form is your invoice. No statement will follow unless specifically requested. If you are a 3rd party vendor placing an order, please attach a page with your name, address, phone number, fax and email.</p> <p>Please return completed form with payment via - Fax: 617.269.1115 ▪ Phone 617.269.7271 Or mail check to: Stapleton Floral 635 East Broadway, S. Boston MA 02127</p> | | |
| | <p>I authorize Stapleton Floral to charge any additional amounts incurred by me or my show representative:</p> | | |
| | <p>Signature_____</p> | | |

John B. Hynes Veterans Memorial Convention Center

EXHIBITOR AUDIO VISUAL ORDER



Email: maadmin@projection.com

Phone: 617-954-3333

Fax: 617-954-3327

PROjection Presentation Technology is the official in-house audio visual, computer, and video display supplier. PROjection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Computers & Accessories

| Equipment | Qty | Advance Rate | Standard Rate | Total |
|---|-----|--------------|---------------|-------|
| PC Laptop: DVD/CD-R, 15.4" Display, MS-office, Wifi, 10/100/1000 NIC, USB Mouse, & Cable Lock | | \$450 | \$550 | \$ |
| Mac Laptop: DVD/CD-R, 15.4" Display, iWork, MS-Office Wifi, 10/100/1000 NIC, USB Mouse, & Cable Lock | | \$550 | \$660 | \$ |
| PC Desktop: DVD/CD-R, MS-Office, Gigabit Ethernet Card, USB Mouse & Keyboard, (monitor not included) | | \$350 | \$425 | \$ |
| Computer Audio Speakers | | \$50 | \$65 | \$ |
| Wireless Slide Advance Remote | | \$50 | \$65 | \$ |
| USB Keyboard & Mouse Set | | \$70 | \$85 | \$ |
| Wireless Keyboard & Mouse Set | | \$150 | \$180 | \$ |

Computer / Video Flat Panel Displays

| Equipment | Qty | Advance Rate | Standard Rate | Total |
|---|-----|--------------|---------------|-------|
| 21" LCD: 1920x1080 Resolution (Computer Only) Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount | | \$250 | \$300 | \$ |
| 24" HD LCD: 1920x1080 Resolution Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount | | \$350 | \$425 | \$ |
| 32" HD LED: 1920x1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand w/ Shelf | | \$500 | \$600 | \$ |
| 40" HD LED: 1920x1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand w/ Shelf | | \$800 | \$975 | \$ |
| 50" HD LED: 1920x1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand w/ Shelf | | \$1,250 | \$1,500 | \$ |
| 60" HD LED: 1920x1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand w/ Shelf | | \$1,750 | \$2,100 | \$ |
| 70" HD LED: 1920x1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand w/ Shelf | | \$2,500 | \$3,000 | \$ |
| 80" HD LED: 1920x1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand w/ Shelf | | \$3,750 | \$4,500 | \$ |

Video Equipment

| Equipment | Qty | Advance Rate | Standard Rate | Total |
|--|-----|--------------|---------------|-------|
| DVD Player: NTSC - with repeat function | | \$100 | \$125 | \$ |
| DVD Player - Region Free: PAL / SECAM / NTSC - with repeat function | | \$160 | \$195 | \$ |
| Blu Ray Player: with repeat function | | \$250 | \$300 | \$ |

Audio Equipment

| Equipment | Qty | Advance Rate | Standard Rate | Total |
|--|-----|--------------|---------------|-------|
| Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Laveliere <input type="checkbox"/> Headset | | \$300 | \$375 | \$ |
| Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Audio Mixer, (1) Wired Hand Held Microphone with Stand | | \$300 | \$350 | \$ |
| Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Audio Mixer, (1) Wired Hand Held Microphone with Stand | | \$400 | \$450 | \$ |

Miscellaneous Equipment

| Equipment | Qty | Advance Rate | Standard Rate | Total |
|--|-----|--------------|---------------|-------|
| 5,000 Lumen HD LCD Projector: 1920 x 1080 resolution | | \$1,100 | \$1,320 | \$ |
| Tripod Screen with skirt: <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8' | | \$100 | \$125 | \$ |
| Monitor (AV) Cart with skirt: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54" | | \$70 | \$85 | \$ |

Booth Number

Equipment Rental Subtotal

\$



PROjection Presentation Technology is the official in-house Audio Visual, computer, and video display supplier. PROjection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.



By Email: maadmin@projection.com
By Phone: 617-954-3333
By Fax: 617-954-3327

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Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:
ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY 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 PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA 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 prepayment 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 PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

| | |
|------------------------------|-----------------|
| Authorized Signature: | Date: |
| Company Name: | Booth #: |