

# FREEMAN

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



IWCE: Vision16  
January 19-21, 2016  
Las Vegas Convention Center  
Las Vegas, Nevada

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

**Please Note:** A 10' x 10' booth package with Gray back drape, Gray side dividers, a 9' x 10' Tuxedo carpet, one 6' White draped table, two Limerick® Side Chairs, and one wastebasket is available. Please contact Gaby DesRochers with IWCE Show Management at (651) 756-8658 or at Gaby@wf-vision.com for pricing and ordering information.

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in Tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **DECEMBER 28, 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](http://www.freemanco.com/preshowFAQ).

Sunday	January 17, 2016	8:00 a.m.	-	5:00 p.m.
Monday	January 18, 2016	8:00 a.m.	-	5:00 p.m.

### EXHIBIT HOURS

Tuesday	January 19, 2016	9:00 a.m.	-	5:00 p.m.
Wednesday	January 20, 2016	9:00 a.m.	-	5:00 p.m.
Thursday	January 21, 2016	9:00 a.m.	-	5:00 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Thursday	January 21, 2016	5:00 p.m.	-	10:00 p.m.
Friday	January 22, 2016	8:00 a.m.	-	10:00 a.m.

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

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will be complete by **Thursday, January 21, 2016 at 10:00 p.m.**
- All exhibitor materials must be removed from the exhibit facility by **Friday, January 22, 2016 at 10:00 a.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Friday, January 22, 2016 at 8:00 a.m.**

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

### BOOTH ABANDONMENT

Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift / Rigging Labor, and/or Dumpster Fee.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

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

FREEMAN AUDIO VISUAL SOLUTIONS, INC.  
3325 West Sunset Road, Suite A  
Las Vegas, Nevada 89118  
Ph: (702) 263-1484 Fax: (469) 621-5604

FREEMAN EXHIBIT TRANSPORTATION  
(800) 995-3579 US & Canada  
+1 (512) 982-4187 Outside the US  
+1 (817) 607-5183 International Shipping Services  
(469) 621-5810 Fax  
exhibit.transportation@freemanco.com

## FREEMAN ONLINE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **DECEMBER 28, 2015 at 5:00 p.m.**

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

To place online orders, you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link. If you need assistance with Freeman OnLine, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

## SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**IWCE: Vision16**  
C/O FREEMAN  
6675 W Sunset Rd  
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **DECEMBER 16, 2015** at the above address. Materials arriving after **JANUARY 8, 2016** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**IWCE: Vision16**  
C/O FREEMAN  
Las Vegas Convention Center  
3150 Paradise Rd  
Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M. on JANUARY 17, 2016**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

***This show will be marshalled. Please see marshalling yard map in this service manual.***

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

## LABOR INFORMATION

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

## ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS.

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **DECEMBER 28, 2015**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

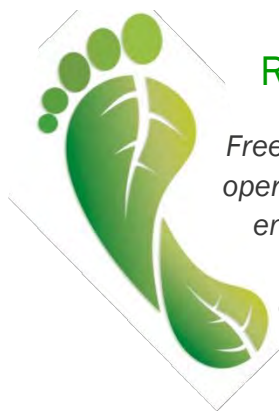
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.



## Reducing Your Footprint

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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



### Personnel and Best Practices

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



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com)

## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

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

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

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

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

## PER SHOW MANAGEMENT

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to "hand carry" they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>Freeman is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.freemanco.com/store">www.freemanco.com/store</a>.</li> </ul>
<b>Electrical</b>	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> <li>Plug in equipment into any 20A/120VAC receptacle.</li> <li>May hang up to four small clip-on lights per booth.</li> <li>May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.</li> <li>Mounting of monitors (to include plasma screens, LCD &amp; CRT) and the installation of hanging brackets.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical distribution.</li> <li>All under-carpet electrical distribution.</li> <li>Any additional electrical requirement needs or changes to preorders.</li> <li>Distribution and connection of all power in excess of 20A/120V.</li> <li>Distribution and connection of all 208V and 480V power.</li> <li>Distribution of all electrical equipment necessary to provide electrical service.</li> </ul>
<b>Non-Electrical Hanging Signs</b>	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling.</li> <li>Installing chain hoist and attaching signs (over 250 lbs).</li> </ul>



## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Rigging / Electrical Hanging Signs and Truss</b>	<ul style="list-style-type: none"> <li>Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of electrical hanging signs, including rotating and header signs.</li> <li>Lighting without dimmers.</li> <li>Programmable theatrical lighting, production, related rigging and audio-visual.</li> <li>Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall.</li> <li>Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical.</li> <li>Suspended truss with motorized hoist and non-dimmable and non-programmable lights.</li> <li>Installing chain hoist.</li> <li>Special effects equipment.</li> <li>Laser lighting.</li> <li>Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.</li> </ul>
<b>Ground Supported Truss and Lighting</b>	<ul style="list-style-type: none"> <li>Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by you, your full-time employee or by an approved EAC.</li> <li>Truss which is not assembled by Freeman is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss.</li> </ul>	<ul style="list-style-type: none"> <li>Installation and dismantle of self-climbing and/or mechanized truss systems.</li> <li>Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss.</li> <li>Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.</li> </ul>
<b>Booth Cleaning and Porter Service</b>	<ul style="list-style-type: none"> <li>Clean and wipe down products and display merchandise and other parts of the exhibit.</li> <li>Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All booth vacuuming and porter service.</li> </ul>
<b>Booth Installation and Dismantle</b>	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.</li> <li>To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.</li> </ul>
<b>Cameras, Audio and Video Systems</b>	<ul style="list-style-type: none"> <li>Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling.</li> <li>Plug in small sound devices.</li> <li>Install exhibitor's own manufactured cameras by exhibitor's full time employees.</li> <li>Exhibitors may elect to staff certain positions:               <ul style="list-style-type: none"> <li>Technical Director</li> <li>Lighting Designer</li> <li>Video Engineer or Audio Engineer</li> <li>Slow Motion Machine Operator</li> <li>Advance Projectionist</li> <li>Audio Board Operator</li> <li>Video Board Operator</li> <li>Live Camera Operator</li> <li>Lighting Board Operator</li> </ul> </li> </ul>	<p>Freeman will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:</p> <ul style="list-style-type: none"> <li>Crane Operator</li> <li>Audio Technician</li> <li>TV Sound Boom Operator</li> <li>Character Generator</li> <li>Advanced Audio Visual Technician</li> <li>Tape Operator</li> <li>Audio Visual Technician</li> <li>Video Wall Technician</li> <li>Video Utility Person</li> <li>Assistant TV Audio Tech</li> <li>Projectionist</li> <li>High Rigger</li> <li>Ground Rigger</li> <li>Lighting Tech</li> </ul>
<b>Telephone</b>	<ul style="list-style-type: none"> <li>May plug and unplug their phones, modems, faxes or credit card readers.</li> </ul>	<ul style="list-style-type: none"> <li>Cox must distribute all concealed and under-carpet wiring.</li> </ul>

# LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

[http://www.clarkcountynv.gov/Depts/development\\_services/fire\\_prevention/Pages/SpecialEvents.aspx](http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/SpecialEvents.aspx)

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Single-Level and Multi-Level Covered Exhibit Booths  
(if they contain vehicles, open flame, or hot works or if they will be in place more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

Clark County Fire Prevention Applications & Forms:

[http://www.clarkcountynv.gov/Depts/development\\_services/fire\\_prevention/Pages/ApplicationForms.aspx](http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/ApplicationForms.aspx)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

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

- 1. IN ACCORDANCE WITH THE NEVADA CLEAN INDOOR AIR ACT, SMOKING IS PROHIBITED IN EXHIBIT AREAS.**
- 2. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
- 3. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
- 4. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 5. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
- 6. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE (3' CLEARANCE FOR HOSES AND EXTINGUISHERS) AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 7. EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.  
  
**EXCEPTION:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
- 8. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 9. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 10. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

# LAS VEGAS FIRE REGULATIONS (continued)

11. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
13. **ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
14. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
15. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

**EXCEPTION:** Please contact the Las Vegas Convention Center for their specific guidelines.

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

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

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

18. **SINGLE-LEVEL COVERED EXHIBITS REQUIRE AUTOMATIC FIRE SPRINKLERS UNDERNEATH COVERED AREAS GREATER THAN 1,000 SQUARE FEET THAT WILL BE IN PLACE FOR 7 OR MORE SHOWS DAYS (NOT INCLUDING MOVE-IN AND MOVE-OUT DAYS).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

**EXCEPTION:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required.

**EXCEPTION:** Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **MULTI-LEVEL COVERED EXHIBITS REQUIRE AUTOMATIC FIRE SPRINKLERS UNDERNEATH ALL COVERED AREAS ON EACH LEVEL WHEN THE WALKING SURFACE OF THE UPPER LEVEL(S) IS OVER 1,000 SQUARE FEET THAT WILL BE IN PLACE FOR 7 OR MORE SHOWS DAYS (NOT INCLUDING MOVE-IN AND MOVE-OUT DAYS). UPPER LEVEL AREAS OF MULTI-LEVEL EXHIBIT BOOTHS EXCEEDING 300 SQUARE FEET SHALL NOT HAVE LESS THAN TWO REMOTE MEANS OF EGRESS.** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

**EXCEPTION:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required.

**EXCEPTION:** Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

20. **TENTS IN EXCESS OF 400 SQUARE FEET, CANOPIES IN EXCESS OF 700 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.**

**EXCEPTION:** Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

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

**EXCEPTION:** Please contact the Las Vegas Convention Center for their specific guidelines.

22. **THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.**

**EXCEPTION:** Please contact the Las Vegas Convention Center for their specific guidelines.



# F R E E M A N

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604



DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer

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

## METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (421756) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

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

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

## TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?421756>

# F R E E M A N

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604



## IWCE: Vision16 / January 19-21, 2016

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR

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

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

## DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

## PAYMENT TERMS

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

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

## INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freeman REV 5/15



# EXHIBIT transportation

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

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

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

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

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

## questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at [international.freight@freemanco.com](mailto:international.freight@freemanco.com)



# FREEMAN

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



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

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

**For fast, easy ordering, go to [www.freemanco.com/store](http://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 #**

**IWCE: Vision16**

C/O: FREEMAN

6675 W SUNSET RD

LAS VEGAS, NV 89118

MUST BE DELIVERED BY JANUARY 08, 2016

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

**FREEMAN / Exhibiting Company Name / Booth #**

**IWCE: Vision16**

C/O: FREEMAN

LAS VEGAS CONVENTION CENTER

3150 PARADISE RD

LAS VEGAS, NV 89109

CANNOT BE DELIVERED BEFORE JANUARY 17, 2016

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

FAX THIS COMPLETED FORM VIA:

E-mail:

[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

or

Fax: (469) 621-5810

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

SHOW # (421756) \_\_\_\_\_

FREEMAN exhibit transportation

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

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

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

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

## 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

### 8. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

9. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

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

## What happens to my empty containers during the show?

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

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



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, 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.
- UNCRAVED:** 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.
- WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.
- DRIVER CHECK-IN:** **NO LATER THAN 3:30 P.M. IN ORDER TO OFF-LOADED ON ARRIVAL DATE.**

Description	Price Per CWT	Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (100 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 72.20	72.20
Special Handling Shipment.....	\$ 93.85	93.85
Carpet and/or Pad Only Shipment.....	\$ 108.30	108.30
<b>Show Site Shipment (100 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 71.15	71.15
Special Handling Shipment.....	\$ 92.50	92.50
Uncrated or Pad Wrapped Shipment.....	\$ 106.75	106.75
Carpet and/or Pad Only Shipment.....	\$ 106.75	106.75
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 36.90	

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

### ADDITIONAL SURCHARGES:

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

Warehouse Shipment after JANUARY 8, 2016.....	\$ 18.05	18.05
Show Site Shipment after JANUARY 18, 2016.....	\$ 17.80	17.80

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



# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://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 carpet padding only require additional labor and equipment to unload.

# FREEMAN

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



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

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

### SPOTTING FEE

MOBILE UNITS\* \$ 184.25 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 184.25 PER UNIT (Round Trip)

#### \* PLEASE NOTE:

Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operator charge, (See Forklift Equipment & Labor Order Form) each way for unloading and loading. Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Will you require a crane or forklift? \_\_\_\_\_  
(\*See Forklift / Rigging Labor Order Form)

**Please note:** Delivery date may need to change from target floor plan based on size of unit.

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## CART SERVICE

**FREEMAN** will provide Cart Service for IWCE: Vision15. **CART SERVICE** is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

### DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

### RATES:

This service is available at a round trip rate of \$104.00 per trip (from the dock to your booth and your booth to the dock).

### DIRECTIONS:

- To receive this service, proceed directly to the Las Vegas Convention Center and check in at the designated POV Check-In area. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

### AVAILABILITY:

Please proceed to the POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. **Please note:** We anticipate that during peak periods, wait time can exceed 2-3 hours. Cart Service will be available on the following dates and times:

#### Move-In

Monday January 18, 2016 8:00 a.m. - 3:00 p.m.

#### MoveOut

Thursday January 21, 2016 5:00 p.m. - 10:00 p.m.  
Friday January 22, 2016 8:00 a.m. - 10:00 a.m.

### VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

### VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Description	Price per Trip	Number of Trips	Total
Cart Service (round trip)	\$104.00		\$

## ADVANCE WAREHOUSE

6675 West Sunset Road  
Las Vegas, NV 89118

### Hours of Operation:

Warehouse hours are Monday through Friday from 8:00 a.m. to 3:30 p.m., Holidays excluded.

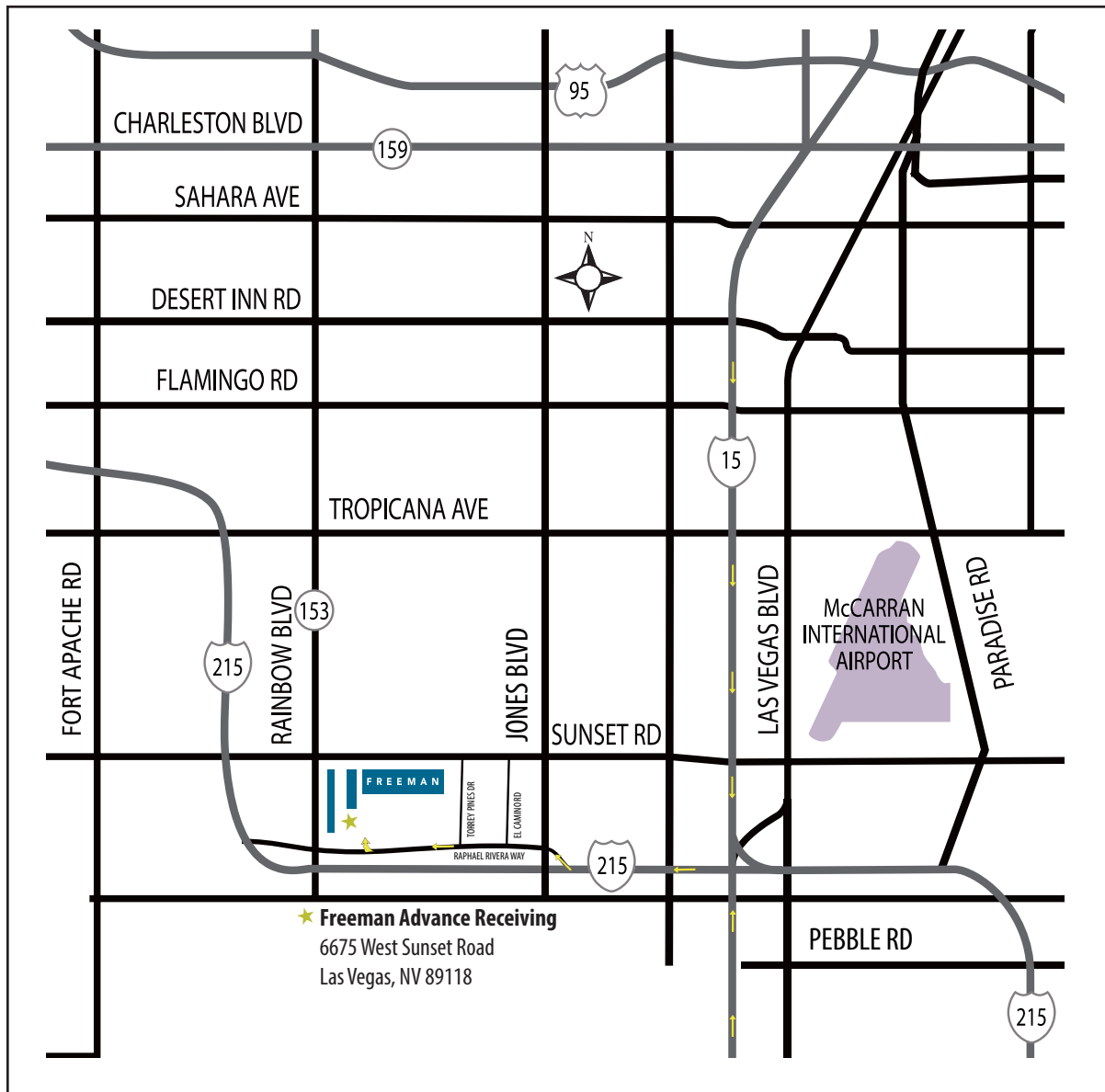
### Directions:

#### From I-15 Northbound or Southbound

Exit 1-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right

#### From US-93 / I-515 Northbound

Exit I-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right



**MARSHALLING YARD**  
**8755 Las Vegas Boulevard South**  
**Las Vegas, NV 89123**

**Please note:**

- All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.
- All carriers will be assigned an unloading number according to driver check-in time.
- **On arrival date, drivers are to check in no later than 2:30 p.m. in order to be unloaded.**

**Directions:**

From I-15 Northbound

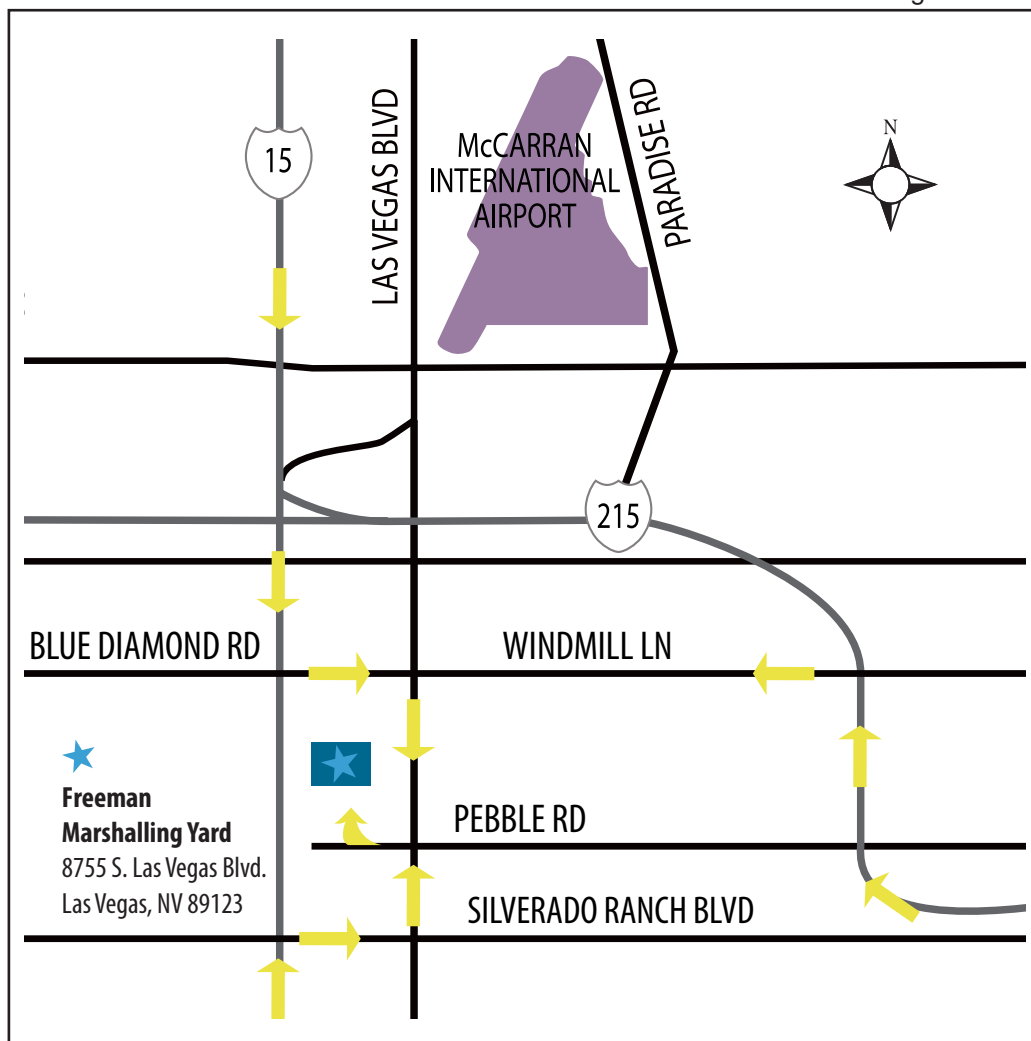
Exit Silverado Ranch East  
Left on Las Vegas Boulevard  
Left on Pebble Road  
Marshalling Yard is on Right

From I-15 Southbound

Exit Blue Diamond Road  
Left on Blue Diamond Road  
Right on Las Vegas Boulevard  
Right on Pebble Road  
Marshalling Yard is on Right

From US-93 / I-515 Northbound

Exit I-215 West  
Exit Windmill Lane  
Left on Windmill Lane  
Left on Las Vegas Boulevard  
Right on Pebble Road  
Marshalling Yard is on Right





# FREEMAN

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



ORDER FORM  
DEADLINE DATE  
DECEMBER 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## ACCESSIBLE STORAGE

and literature during show days only. All arrangements for accessible storage must be placed on-site at the Freeman Service Center.

The charge for Accessible Storage consists of a daily storage charge plus labor to place in and remove materials from storage. There will be a \$52.00 per day charge for partial trailer usage or \$312.00 per day for full trailer usage.

When you are ready for your stored materials to be delivered to and/or from your booth, please notify the Freeman at the Service Center. Labor to deliver your materials to and from your booth will be charged at the following rates:

**\$172.10 per hour for straight time (1/2 hour minimum)**

**\$216.40 per hour for overtime (1/2 hour minimum)**

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

**Overtime-** 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays

## TO ESTIMATE DAILY STORAGE CHARGES

Partial Trailer Usage: \$52.00 per day **OR** Exclusive Trailer Usage: \$312.00 per day

\*The minimum order for accessible storage is equal to the number of **show days** of the tradeshow.

Number of Days \_\_\_\_\_ X Daily Storage Charge \_\_\_\_\_ = Storage Fee \_\_\_\_\_

## TO ESTIMATE LABOR CHARGES

Labor to Place into Storage: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Qty. Rate per 1/2 hr Estimated Total

Labor to Remove from Storage: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Qty. Rate per 1/2 hr Estimated Total

Labor to Return Remaining Product at close of show \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Qty. Rate per 1/2 hr Estimated Total

**Total = \$ \_\_\_\_\_**

**PLEASE GO TO THE FREEMAN SERVICE DESK AT SHOW SITE WHEN YOU ARE  
READY TO PLACE MATERIALS INTO ACCESSIBLE STORAGE.**

# F R E E M A N

6555 West Sunset Road  
Las Vegas, NV 89118  
702-579-1802 • Fax: 702-579-0458  
ATTN: FREIGHT DEPARTMENT

**PLEASE NOTE:** This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

## OWNER OF MATERIALS

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

## HOLD FOR

SHOW:	FACILITY:
COMPANY NAME:	BOOTH #:
ADDRESS:	
CITY:	STATE: ZIP:
COMMENTS:	

## INVOICE TO

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

## DESCRIPTION OF MATERIALS TO BE STORED

NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	<b>TOTALS</b>		

## RATES AND CHARGES

DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$6.65 per cwt ( _____cwt @ 6.65 per cwt)	\$ 66.50 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.26 per cu ft ( _____cu ft @ 0.26 per cu ft)	\$ 65.00 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.30 per cu ft ( _____cu ft @ 0.30 per cu ft)	\$ 75.00 per month	\$
Handling Rate (in or out)	\$5.50 per cwt ( _____cwt @ 5.50 per cwt)	\$ 55.00 each way	\$
Returned Shipments	\$14.35 per cwt ( _____cwt @ 14.35 per cwt)	\$143.50	\$
Transportation Charges (2 hour minimum)	\$165.35 per hr ST ( _____hrs @ 165.35 per hr ST)	\$330.70	\$
<b>TOTAL</b>			<b>\$</b>

**PLEASE COMPLETE THE ACCEPTANCE OF TERMS  
ON THE REVERSE SIDE.**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**PAYMENT TERMS:** All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. 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%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

**TERMS AND CONDITIONS:** All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173. Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR. It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

**ACCEPTANCE:** I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

**SIGNATURE OF DEPOSITOR:** \_\_\_\_\_

**SIGNATURE OF FREEMAN REPRESENTATIVE:** \_\_\_\_\_

# F R E E M A N

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



OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

For fast, easy ordering, go to [www.freemanco.com/store](http://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.

DESIRED NUMBER OF LABELS: \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 16, 2015**

**DEADLINE DATE IS: JANUARY 08, 2016**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**6675 W SUNSET RD**

**LAS VEGAS, NV 89118**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *IWCE: Vision16*

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 16, 2015**

**DEADLINE DATE IS: JANUARY 08, 2016**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**6675 W SUNSET RD**

**LAS VEGAS, NV 89118**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *IWCE: Vision16*

**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 JANUARY 17, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**LAS VEGAS CONVENTION CENTER  
3150 PARADISE RD**

**LAS VEGAS, NV 89109**

**SHOW SITE**

**EVENT:** *IWCE: Vision16*

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JANUARY 17, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**LAS VEGAS CONVENTION CENTER  
3150 PARADISE RD**

**LAS VEGAS, NV 89109**

**SHOW SITE**

**EVENT:** *IWCE: Vision16*

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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**F R E E M A N**

**R U S H**

**DO NOT DELAY**

RECEIVING DATE BEGINS: DECEMBER 16, 2015

DEADLINE DATE IS: JANUARY 8, 2016

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O **FREEMAN**  
**6675 W SUNSET RD**  
**LAS VEGAS, NV 89118**

**WAREHOUSE**  
**HANGING SIGN**

EVENT: \_\_\_\_\_ *IWCE: Vision16*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

RECEIVING DATE BEGINS: DECEMBER 16, 2015

DEADLINE DATE IS: JANUARY 8, 2016

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O **FREEMAN**  
**6675 W SUNSET RD**  
**LAS VEGAS, NV 89118**

**WAREHOUSE**  
**HANGING SIGN**

EVENT: \_\_\_\_\_ *IWCE: Vision16*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_



# FURNISHING essentials

## seating

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

### diva series

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

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

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



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

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

### **signature chair**

*Black*

33"W 35"L 33"H – N71093



# tables

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

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



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



## tables

### pedestal tables

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

#### soho series

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



#### chelsea series

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



#### metro series

Black

#### slate end table

20"W 20"L 17"H – N72029

#### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

#### black end table

17"W 17"L 18"H – C115104

#### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

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



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

## office series

Cherry or Oak

### five-foot desk

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

### credenza

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

### bookcase

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



### milano table

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

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



### luna table

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

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



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191





# display

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

## draped or undraped table counters

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



### tables (30" height)

Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

### counters (42" height)

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

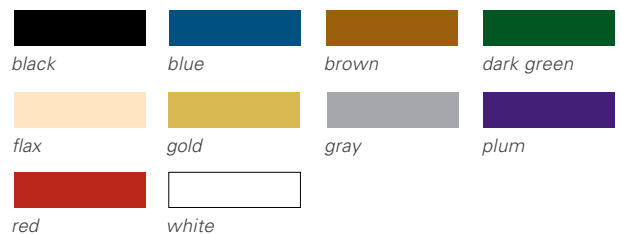


Table-top risers are also available in a variety of sizes. See order form for details.

## display

### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

*Black*

24"W 49"L 42"H – N72056



### orion computer kiosk

*Black*

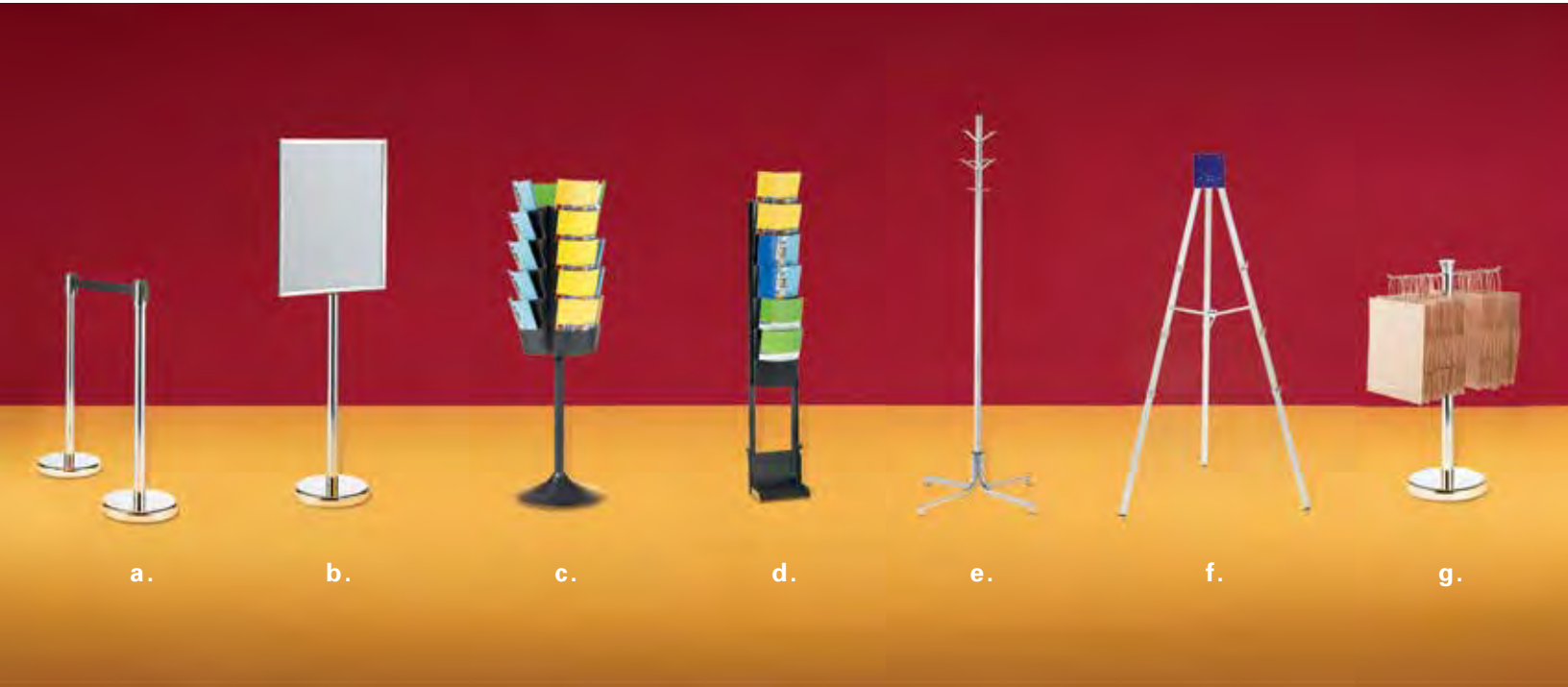
28"L 28"D 40.5"H – N75079

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



# accessories

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



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

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

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.



# F R E E M A N

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Las Vegas, NV 89118  
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FreemanLasVegasES@freemanco.com



ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE

DECEMBER 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b>						
___	N71092	Diva Counter Stool .....	188.00	206.80	263.20	_____
___	N71091	Diva Chair .....	163.25	179.60	228.55	_____
___	N710144	Diplomat Chair .....	228.35	251.20	319.70	_____
___	N71038	Cherry Barrel Chair .....	203.05	223.35	284.25	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	224.65	247.10	314.50	_____
___	N71047	Gray Gaslift Stool .....	208.75	229.65	292.25	_____
___	N71046	Gray Gaslift Chair w/Arms ..	215.05	236.55	301.05	_____
___	N71045	Gray Gaslift Chair .....	180.95	199.05	253.35	_____
___	N71044	Executive Chair .....	339.10	373.00	474.75	_____
___	N71089	Black Diamond Side Chair..	112.85	124.15	158.00	_____
___	N71090	Black Diamond Arm Chair..	136.80	150.50	191.50	_____

<b>CHAIRS</b>						
___	N71088	Black Diamond Stool .....	165.20	181.70	231.30	_____
___	C210108	Limerick® Chair.....	66.55	73.20	93.15	_____
		by Herman Miller				
___	C210109	Limerick® Stool.....	107.65	118.40	150.70	_____
		by Herman Miller				

<b>LOUNGE SEATING</b>						
___	N73091	Signature Loveseat .....	666.55	733.20	933.15	_____
___	N71093	Signature Chair .....	463.60	509.95	649.05	_____

<b>TABLES</b>						
___	N72026	Cherry Cocktail Table.....	212.10	233.30	296.95	_____
___	N72027	Cherry End Table.....	186.15	204.75	260.60	_____
___	N72015	Glass Conference Table.....	212.10	233.30	296.95	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	241.45	265.60	338.05	_____
___	N72029	Metro Slate End Table.....	210.35	231.40	294.50	_____
___	C115103	Studio Black Cocktail Table.	91.10	100.20	127.55	_____
___	C115104	Studio Black End Table.....	83.25	91.60	116.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b>						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	129.20	142.10	180.90	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	150.85	165.95	211.20	_____
___	N72070	Black-top Bistro 24"W x 42"H	199.85	219.85	279.80	_____
___	N72067	Black-top Café Table 36"x30".	174.20	191.60	243.90	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	217.80	239.60	304.90	_____
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	163.95	180.35	229.55	_____
___	N72064	Café Table 36"W x 30"H .....	172.55	189.80	241.55	_____
___	N720163	Bistro Table 30"W x 42"H .....	220.25	242.30	308.35	_____
___	N720164	Bistro Table 36"W x 42"H .....	240.65	264.70	336.90	_____

<b>OFFICE FURNITURE</b>						
___	N72093	Milano Table/Blonde Top .....	448.60	493.45	628.05	_____
___	N72092	Milano Table/Black Top .....	448.60	493.45	628.05	_____
___	N72094	Luna Table/Black Top .....	530.05	583.05	742.05	_____
___	N720191	Hemingway Writing Table .....	342.60	376.85	479.65	_____
___	N74061	Cherry Desk 5' .....	530.05	583.05	742.05	_____
___	N74065	Cherry Bookcase .....	366.90	403.60	513.65	_____
___	N74064	Cherry Credenza .....	432.15	475.35	605.00	_____
___	N74071	Oak Desk 5' .....	530.05	583.05	742.05	_____
___	N74075	Oak Bookcase .....	366.90	403.60	513.65	_____
___	N74074	Oak Credenza .....	432.15	475.35	605.00	_____

<b>DISPLAY FURNITURE</b>						
___	N72056	Display Counter.....	366.90	403.60	513.65	_____
___	N75079	Orion Computer Kiosk.....	366.65	403.30	513.30	_____
___	N75030	Black Display Cube/Small.....	203.85	224.25	285.40	_____
___	N75031	Black Display Cube/Medium....	203.85	224.25	285.40	_____
___	N75032	Black Display Cube/Large.....	203.85	224.25	285.40	_____

<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	180.30	198.35	252.40	_____
___	N75021	Black Display Cylinder/Med.	192.10	211.30	268.95	_____
___	N75022	Black Display Cylinder/Lg....	217.80	239.60	304.90	_____

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

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH::

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(702) 579-1700** to speak with one of our experts.For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<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....	105.55	116.10	147.75	___
___	C130430	Draped Table 4'L x 30"H....	130.00	143.00	182.00	___
___	C130630	Draped Table 6'L x 30"H....	154.40	169.85	216.15	___
___	C130830	Draped Table 8'L x 30"H....	175.20	192.70	245.30	___
___	C1240463	4th Side Drape 6'L x 30"H...	41.60	45.75	58.25	___
___	C1240483	4th Side Drape 8'L x 30"H...	41.60	45.75	58.25	___
___	C130342	Draped Counter 3'L x 42"H.	140.20	154.20	196.30	___
___	C130442	Draped Counter 4'L x 42"H.	159.85	175.85	223.80	___
___	C130642	Draped Counter 6'L x 42"H.	179.40	197.35	251.15	___
___	C130842	Draped Counter 8'L x 42"H.	200.15	220.15	280.20	___
___	C1240464	4th Side Drape 6'L x 42"H...	48.15	52.95	67.40	___
___	C1240484	4th Side Drape 8'L x 42"H...	48.15	52.95	67.40	___

<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	39.50	43.45	55.30	___
___	C131430	Undraped Table 4'L x 30"H..	48.15	52.95	67.40	___
___	C131630	Undraped Table 6'L x 30"H..	55.85	61.45	78.20	___
___	C131830	Undraped Table 8'L x 30"H..	63.30	69.65	88.60	___
___	C131342	Undraped Counter 3'Lx42"H	67.75	74.55	94.85	___
___	C131442	Undraped Counter 4'Lx42"H	77.50	85.25	108.50	___
___	C131642	Undraped Counter 6'Lx42"H	86.40	95.05	120.95	___
___	C131842	Undraped Counter 8'Lx42"H	93.30	102.65	130.60	___

<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504100	Black 4'L x 7"H				
		Corrugated Riser.....	29.25	32.20	40.95	___
___	C1504101	White 4'L x 7"H				
		Corrugated Riser.....	29.25	32.20	40.95	___
___	C1506100	Black 6'L x 7"H				
		Corrugated Riser.....	34.25	37.70	47.95	___
___	C1506101	White 6'L x 7"H				
		Corrugated Riser.....	34.25	37.70	47.95	___
___	C1508100	Black 8'L x 7"H				
		Corrugated Riser.....	39.50	43.45	55.30	___
___	C1508101	White 8'L x 7"H				
		Corrugated Riser.....	39.50	43.45	55.30	___

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

<b>ACCESSORIES</b>						
___	C220121	Chrome Stanchion w/belt ..	72.05	79.25	100.85	___
___	C220118	Chrome Sign Holder .....	77.50	85.25	108.50	___
___	N750135	Round Literature Rack .....	296.85	326.55	415.60	___
___	N750136	Flat Literature Rack .....	256.90	282.60	359.65	___
___	C220109	Chrome Coat Tree .....	50.60	55.65	70.85	___
___	C220134	Chrome Easel .....	53.80	59.20	75.30	___
___	C220110	Chrome Bag Rack .....	109.65	120.60	153.50	___
___	220107	Wastebasket .....	21.60	23.75	30.25	___
___	220106	Corrugated Wastebasket....	16.10	17.70	22.55	___
___	N75057	Small Refrigerator .....	347.55	382.30	486.55	___
___	N75052	Black Table Lamp .....	150.85	165.95	211.20	___
___	N74082	File Cabinet/2 Drawer .....	215.60	237.15	301.85	___
___	N74081	File Cabinet/4 Drawer .....	296.85	326.55	415.60	___
___	10201484	Bulletin Board .....	188.80	207.70	264.30	___

<b>Special Drape</b>						
<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.) ..	11.45	12.60	16.05	___
___	12108	Special Drape 8'H (per ft.) ...	13.50	14.85	18.90	___

<b>TOTAL COST</b>			
___	+	___	=
Sub-Total		8.1 % Tax	Total Cost

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



# SELECT furnishings

## 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



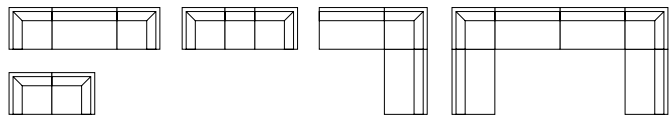
#### sofa

*Black Leather*

87" L 30" D 28" H – 830119

### 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



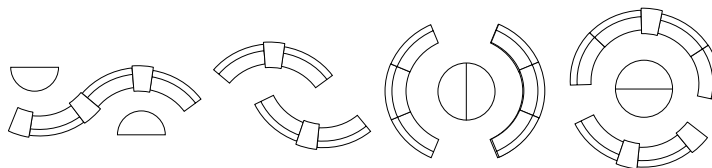
#### sofa

*Black Leather*

48" L 24" D 28" H – 830116

## south beach

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



### sofa

*Platinum Suede*

69" L 29"D 33"H – 8301



### ottoman

*Platinum Suede*

25" L 31"D 18"H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35"D 33"H – 8307



### sofa

*Black Fabric*

85" L 35"D 33"H – 8306



### tub chair

*Black Fabric*

31" L 31"D 31"H – 8103

## 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 – 810118

#### sofa

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



### 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

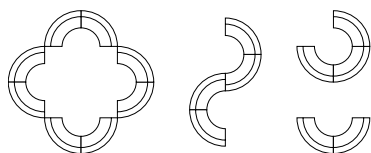


## bars & barstools

### **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  
 16"L 16"D 29"H – 810505



### jetson barstool

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



### shark swivel barstool

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



# 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

---

### 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



### candy table

*White Plastic/Black Laminated*

18" L 18" D 18" H – 82056



### aura round table

*White Metal*

15" Round 22" H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic*

20" L 20" D 20" H – 82057



## occasional end & cocktail tables



### silverado

#### end table

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

#### table

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



### 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



## 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

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### **42" round white conference table**

*White Laminate*

42" Round – 820708



## 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



### 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



## refrigerators

### refrigerator\*

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



\*Electrical power must be ordered separately.

## 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" x 9.375" but not larger than 8.5" x 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625"L 1.1"D 11.325"H



### wireless printer holder\*

Black – 850712

3.3"L 1.9"D 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.

# FREEMAN

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Las Vegas, NV 89118

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For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

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

## Naples Group - Black Leather

810119	Chair	495.00	544.50	693.00	
830120	Loveseat	665.00	731.50	931.00	
830119	Sofa	736.00	809.60	1030.40	

## Heathrow Group - Black Leather

810116	Armless Chair	375.00	412.50	525.00	
810117	Corner Chair	438.00	481.80	613.20	
830116	Sofa	636.00	699.60	890.40	

## South Beach Group - Platinum Suede

8301	Sofa	651.60	716.75	912.25	
8151	Ottoman	284.70	313.15	398.60	

## Key West Group - Black Fabric

8307	Loveseat	529.85	582.85	741.80	
8306	Sofa	586.75	645.45	821.45	
8103	Tub Chair	408.05	448.85	571.25	

## Allegro Group - Blue Fabric

810119	Chair	491.90	541.10	688.65	
83015	Sofa	785.20	863.70	1099.30	

## Tangiers Group - Beige Fabric

810118	Chair	440.00	484.00	616.00	
830118	Sofa	614.00	675.40	859.60	

## Roma Group - White Vinyl

81020	Chair	550.15	605.15	770.20	
83016	Sofa	844.50	928.95	1182.30	

## CASUAL SEATING

### Ottomans

815123	Square - Black Leather	318.00	349.80	445.20	
815122	Square - White Leather	318.00	349.80	445.20	
815121	Bench - Black Leather	382.00	420.20	534.80	
815120	Bench - White Leather	382.00	420.20	534.80	
81513	Half Round - Black Leather	408.05	448.85	571.25	
81514	Half Round - White Leather	408.05	448.85	571.25	

### Cubes

81518	Vibe - Blue Vinyl	139.90	153.90	195.85	
81520	Vibe - Pink Vinyl	139.90	153.90	195.85	
81519	Vibe - Red Vinyl	139.90	153.90	195.85	
81517	Vibe - Yellow Vinyl	139.90	153.90	195.85	
81525	Vibe - Orange Vinyl	139.90	153.90	195.85	
81511	White Leather	113.90	125.30	159.45	
81512	Black Leather	113.90	125.30	159.45	
81526	Edge LED Cube	198.65	218.50	278.10	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (continued)						

### Occasional Chairs

8102	Madrid - Black Leather	814.55	896.00	1140.35	
810816	Madrid - White Leather	814.55	896.00	1140.35	
810835	Meeting Chair - Espresso	209.80	230.80	293.70	
810836	Meeting Chair - Taupe	275.10	302.60	385.15	
8101	T-Vac - Translucent/Chrome	317.90	349.70	445.05	
810875	Swanson Chair - White	269.50	296.45	377.30	
810814	ICE Side Chair - Transparent	219.00	240.90	306.60	
810838	Fusion Chair - Black/White	144.55	159.00	202.35	
810846	Christopher Chair - White	121.95	134.15	170.75	
810707	ISO Mesh Pull-up Chair	309.95	340.95	433.95	
810837	Razor Armless Chair	56.40	62.05	78.95	
81090	New York Chair	192.95	212.25	270.15	
81017	Panton Chair - White	196.10	215.70	274.55	
810702	Jetson Chair - Black	192.95	212.25	270.15	
810843	Madden Chair - Light Gray	456.00	501.60	638.40	
810847	Wendy Chair - Clear Acrylic	122.00	134.20	170.80	
810811	Berlin Stack Chair - Red/White	112.55	123.80	157.55	
810810	Berlin Stack Chair - Black/White	112.55	123.80	157.55	

### Conference Chairs

810807	Luxor Executive Chair	431.75	474.95	604.45	
810874	Labrea Chair - Charcoal	318.00	349.80	445.20	
81018	Flex Chair w/wheels	159.75	175.75	223.65	
81063	Altura Conf/Guest Chair	325.85	358.45	456.20	
810813	Perth Highback Chair	459.30	505.25	643.00	
81073	Altura Jr Exec Chair/Mid Back	359.05	394.95	502.65	
810844	Pro Exec Chair - White	275.35	302.90	385.50	

### Bars & Barstools

8501	Martini Bar	1425.10	1567.60	1995.15	
810872	Lift Hydraulic Barstool-Grey	163.25	179.60	228.55	
810873	Lift Hydraulic Barstool-Red	163.25	179.60	228.55	
810871	Lift Hydraulic Barstool-Black	163.25	179.60	228.55	
810870	Lift Hydraulic Barstool-White	163.25	179.60	228.55	
810202	Shark Barstool - White	329.70	362.65	461.60	
810103	Banana Barstool - White	194.55	214.00	272.35	
810104	Banana Barstool - Black	194.55	214.00	272.35	
810815	ICE Barstool - Transparent	234.20	257.60	327.90	
810505	Gin Barstool - Maple	170.75	187.85	239.05	
810706	Jetson Barstool - Black	268.90	295.80	376.45	
810200	Oslo Barstool - Blue	245.15	269.65	343.20	
810201	Oslo Barstool - White	245.15	269.65	343.20	
810840	Zoey Barstool - White	300.05	330.05	420.05	
810834	Zoey Barstool - Black	300.05	330.05	420.05	
810842	Lift Barstool - Gray	149.00	163.90	208.60	

FREEMAN select furnishings

Take advantage of the Online price by ordering at  
[www.freemanco.com/store](http://www.freemanco.com/store) before DECEMBER 28, 2015.

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

**Occasional End & Cocktail Tables**

820846	Mosaic Table (set of 3)	201.00	221.10	281.40	
820844	Aura Round Table - White	128.70	141.55	180.20	
82056	Candy Table	171.60	188.75	240.25	
82057	Edge LED Lighted Table	198.65	218.50	278.10	
82015	Silverado End Table - 22"H.	261.00	287.10	365.40	
82014	Silverado Table - 17"H	276.80	304.50	387.50	
82025	Geo End Table - Black	235.65	259.20	329.90	
82035	Geo End Table - Chrome	235.65	259.20	329.90	
82024	Geo Table - Black	261.00	287.10	365.40	
82034	Geo Table - Chrome	261.00	287.10	365.40	
82023	Inspiration End Table	302.10	332.30	422.95	
82022	Inspiration Table	317.90	349.70	445.05	
82054	Sydney End Table - Black	247.90	272.70	347.05	
82055	Sydney End Table - White	247.90	272.70	347.05	
82052	Sydney Table - Black	299.60	329.55	419.45	
82053	Sydney Table - White	299.60	329.55	419.45	

**Conference Tables**

82060	Nova White Oval Table	564.70	621.15	790.60	
82033	Manhattan Table - 29"H	311.60	342.75	436.25	
82041	Geo Conf Table - Black	443.20	487.50	620.50	
82051	Geo Conf Table - Chrome	443.20	487.50	620.50	
82058	Maple Table - 30"H w/Grommets	494.00	543.40	691.60	
82059	Maple Table - 42"H w/Grommets	692.65	761.90	969.70	
82067	Maple Table - 30"H	494.00	543.40	691.60	
82068	Maple Table - 42"H	692.65	761.90	969.70	
82063	White Table - 30"H	494.00	543.40	691.60	
82066	White Table - 42"H	692.65	761.90	969.70	
820708	42" Round White Conf Table	412.00	453.20	576.80	

**Computer / Desk / Table**

820706	Work Desk - White	354.50	389.95	496.30	
820707	Merlin Table - Gray	371.00	408.10	519.40	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
RUSTIQUE COLLECTION						

820845	Rustique E Table	169.25	186.20	236.95	
810841	Rustique Chair with Arms	121.95	134.15	170.75	
810839	Rustique Barstool	121.95	134.15	170.75	
820843	Rustique Timber Table	144.55	159.00	202.35	

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

850604	Etagerie - Black	322.65	354.90	451.70	
850605	Etagerie - Silver	322.65	354.90	451.70	
85078	Locking Door Pedestal	480.85	528.95	673.20	

**Refrigerator**

8503001	Refrigerator White/14 cu ft	806.70	887.35	1129.40	
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**Lighting**

850707	Mason Table Lamp	153.40	168.75	214.75	
850708	Mason Floor Lamp	228.00	250.80	319.20	

**Tablet Stands**

850714	Mobile Tablet Stand-White	295.90	325.50	414.25	
850715	Mobile Tablet Stand-Black	295.90	325.50	414.25	

**Tablet Stand Accessories**

850711	Brochure Holder	29.40	32.35	41.15	
850712	Wireless Printer Holder	29.40	32.35	41.15	
850713	Charging Shelf	29.40	32.35	41.15	

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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# FREEMAN

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



ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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## ACCESSORIES

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	198.30	218.15	277.60	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	149.20	164.10	208.90	
___	10201480	4' x 8' Single Side-Horz.....	198.30	218.15	277.60	
___	102040	4" Single Hook.....	2.70	2.95	3.80	
___	102060	6" Single Hook.....	2.70	2.95	3.80	
___	102080	8" Single Hook.....	2.70	2.95	3.80	
___	10205	12" Shelf Bracket.....	16.35	18.00	22.90	
___	10207	7-Ball Waterfall Arm.....	30.70	33.75	43.00	

<b>GRIDS</b>						
___	103028	Chrome Grid.....	159.15	175.05	222.80	
___	103010	Black Grid.....	159.15	175.05	222.80	
___	103011	White Grid.....	159.15	175.05	222.80	
___	103040	Grid Legs (Chrome).....	24.90	27.40	34.85	
___	103041	Grid Legs (Black).....	24.90	27.40	34.85	
___	103042	Grid Legs (White).....	24.90	27.40	34.85	
___	103030	Grid Connectors.....	24.90	27.40	34.85	

<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	25.70	28.25	36.00	
___	10305	5-Ball Waterfall Arm.....	27.35	30.10	38.30	
___	10307	7-Ball Waterfall Arm.....	30.70	33.75	43.00	
___	10309	Cleaver Clip.....	5.30	5.85	7.40	
___	103044	4" Single Hook.....	2.70	2.95	3.80	
___	103046	6" Single Hook.....	2.70	2.95	3.80	
___	103048	8" Single Hook.....	2.70	2.95	3.80	

<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	297.70	327.45	416.80	
___	15905	Fish Bowl.....	35.95	39.55	50.35	
___	159011	Ticket Tumbler - Small.....	109.30	120.25	153.00	
___	10405	Garment Rack.....	119.15	131.05	166.80	
___	10404	4-way Slant Arm.....	149.20	164.10	208.90	
___	10403	2-way Straight Arm.....	118.60	130.45	166.05	

<b>TOTAL COST</b>		
Sub-Total	8.1 % Tax	Total Cost

Freeman accessories

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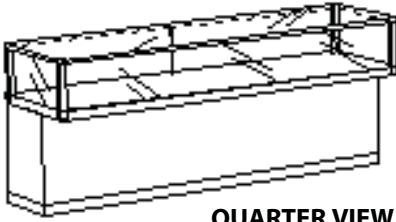
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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## SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

### THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting  
Sliding Doors w/Lock (No Mirrors)  
Solid Sides  
Matte White Formica Exterior  
Closed Storage area (Quarter & Half View Cases)  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter, Half & Full View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	101044	4' Quarter View Fluorescent....	422.30	464.55	591.20	_____
___	101052	5' Quarter View Fluorescent....	422.30	464.55	591.20	_____
___	101062	6' Quarter View Fluorescent....	422.30	464.55	591.20	_____
___	101042	4' Half Fluorescent.....	422.30	464.55	591.20	_____
___	101050	5' Half Fluorescent.....	422.30	464.55	591.20	_____
___	101060	6' Half Fluorescent.....	422.30	464.55	591.20	_____
___	101043	4' Full Fluorescent.....	422.30	464.55	591.20	_____
___	101051	5' Full Fluorescent.....	422.30	464.55	591.20	_____
___	101061	6' Full Fluorescent.....	422.30	464.55	591.20	_____
___	101092	Corner Quarter View.....	463.25	509.60	648.55	_____
___	101090	Corner Half View.....	463.25	509.60	648.55	_____

### THE DELUXE LINE (Fluorescent)

Fluorescent Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Polished Bronze Frame  
Glossy Black Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1014111	4' Quarter View Fluorescent....	489.00	537.90	684.60	_____
___	1014121	5' Quarter View Fluorescent....	489.00	537.90	684.60	_____
___	1014131	6' Quarter View Fluorescent....	489.00	537.90	684.60	_____
___	1014110	4' Half View Fluorescent.....	489.00	537.90	684.60	_____
___	1014120	5' Half View Fluorescent.....	489.00	537.90	684.60	_____
___	1014130	6' Half View Fluorescent.....	489.00	537.90	684.60	_____
___	1014101	Corner Quarter View.....	524.10	576.50	733.75	_____
___	1014100	Corner Half View.....	524.10	576.50	733.75	_____

### THE DESIGNER LINE (Fluorescent or Halogen)

Fluorescent Lighting (Quarter & Half View)  
Halogen Lighting (Quarter View Only)  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Silver Frame  
Textured Gray Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1012400	4' Quarter View Fluorescent....	469.15	516.05	656.80	_____
___	1012500	5' Quarter View Fluorescent....	469.15	516.05	656.80	_____
___	1012600	6' Quarter View Fluorescent....	469.15	516.05	656.80	_____
___	1012401	4' Half View Fluorescent.....	469.15	516.05	656.80	_____
___	1012501	5' Half View Fluorescent.....	469.15	516.05	656.80	_____
___	1012601	6' Half View Fluorescent.....	469.15	516.05	656.80	_____
___	1011400	4' Quarter View Halogen.....	563.90	620.30	789.45	_____
___	1011500	5' Quarter View Halogen.....	563.90	620.30	789.45	_____
___	1011600	6' Quarter View Halogen.....	563.90	620.30	789.45	_____
___	101214	Corner Quarter View Fluorescent	504.25	554.70	705.95	_____
___	101212	Corner Half View Fluorescent	504.25	554.70	705.95	_____
___	101142	Corner Quarter View Halogen	609.50	670.45	853.30	_____

### THE ELITE LINE (Halogen)

Halogen Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Gold Frame  
Green w/Etched Verdigris Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1013400	4' Quarter View Halogen.....	563.90	620.30	789.45	_____
___	1013500	5' Quarter View Halogen.....	563.90	620.30	789.45	_____
___	1013600	6' Quarter View Halogen.....	563.90	620.30	789.45	_____
___	1013401	4' Half View Halogen.....	563.90	620.30	789.45	_____
___	1013501	5' Half View Halogen.....	563.90	620.30	789.45	_____
___	1013601	6' Half View Halogen.....	563.90	620.30	789.45	_____
___	101314	Corner Quarter View.....	609.50	670.45	853.30	_____
___	101312	Corner Half View.....	609.50	670.45	853.30	_____

## TOTAL COST

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





# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- 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 manufacturers specifications

## prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

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

### custom options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

*Actual color(s) may vary slightly.*

# classic CARPET

## custom cut

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

## standard cut

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



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual color(s) may vary slightly.*

## questions?

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

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

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

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

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

☐ 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. @				\$ 4.05	\$ 4.45	\$ 5.65	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 3.60	\$ 3.95	\$ 5.05	_____

**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. @				\$ 3.45	\$ 3.80	\$ 4.85	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 3.00	\$ 3.30	\$ 4.20	_____

**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. @				\$ 2.60	\$ 2.85	\$ 3.65	_____

**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 .....	\$ 163.55	\$ 179.90	\$ 228.95	_____
_____	9' x 20' Classic Carpet .....	\$ 321.90	\$ 354.10	\$ 450.65	_____
_____	9' x 30' Classic Carpet .....	\$ 480.20	\$ 528.20	\$ 672.30	_____
_____	9' x 40' Classic Carpet .....	\$ 638.50	\$ 702.35	\$ 893.90	_____

**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 .....	\$ 84.60	\$ 94.50	\$ 117.00	_____
_____	9' x 20' Carpet Padding .....	\$ 169.20	\$ 189.00	\$ 234.00	_____
_____	9' x 30' Carpet Padding .....	\$ 253.80	\$ 283.50	\$ 351.00	_____
_____	9' x 40' Carpet Padding .....	\$ 338.40	\$ 378.00	\$ 468.00	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ .94	\$ 1.05	\$ 1.30	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$ .57	\$ .65	\$ .80	_____
_____	Plastic Covering (price per sq. ft.) .....	\$ .47	\$ .50	\$ .65	_____

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	+	8.1% Tax	=	Total Cost

FREEMANcarpet

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## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.36	.50	_____
_____	610200	Booth Vacuuming - 2 Days .....	.73	1.00	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.09	1.55	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.61	.85	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	113.50	158.90	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	140.40	196.55	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	163.75	229.25	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet





Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



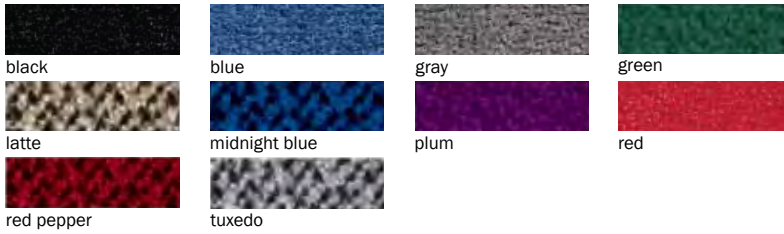
Package 6 upgraded with graphics and cabinet

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

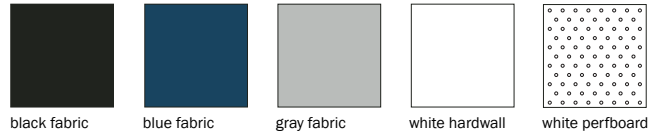
**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).



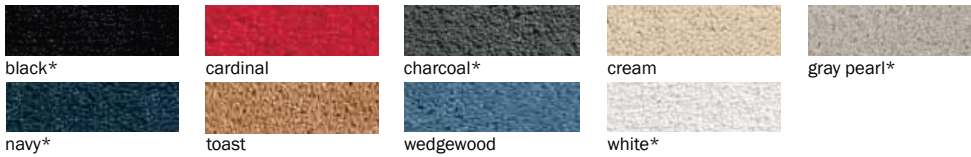
## Color Options - Classic Carpet



## Color Options - Fabric and Hardwall Panels



## Upgraded Color Options - Prestige Carpet



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

## Questions?

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

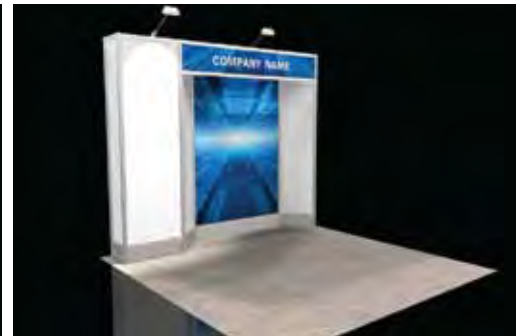
## Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

## To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

# F R E E M A N

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



DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

For fast, easy ordering, go to [www.freemanco.com/store](http://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'	3,571.95	5,000.75	<input type="checkbox"/> 10' x 20'	5,621.20	7,869.70
Package 2	<input type="checkbox"/> 10' x 10'	2,481.55	3,474.15	<input type="checkbox"/> 10' x 20'	3,865.70	5,412.00
Package 3	<input type="checkbox"/> 10' x 10'	2,976.45	4,167.05	<input type="checkbox"/> 10' x 20'	4,810.00	6,734.00
Package 4	<input type="checkbox"/> 10' x 10'	2,779.85	3,891.80	<input type="checkbox"/> 10' x 20'	7,345.50	10,283.70
Package 5	<input type="checkbox"/> 10' x 10'	2,545.90	3,564.25	<input type="checkbox"/> 10' x 20'	4,698.45	6,577.85
Package 6	<input type="checkbox"/> 10' x 10'	2,644.20	3,701.90	<input type="checkbox"/> 10' x 20'	4,932.40	6,905.35

## 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	+	8.1 % Tax
	=	Total Cost

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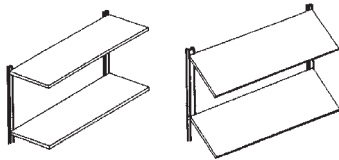
E-MAIL ADDRESS:

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

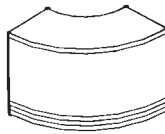
For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ACCESSORIES FOR RENTAL UNITS

### STRAIGHT AND ANGLED SHELVES



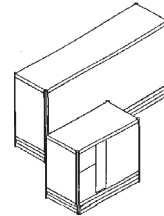
### RADIUS COUNTER (Does Not Have Doors)



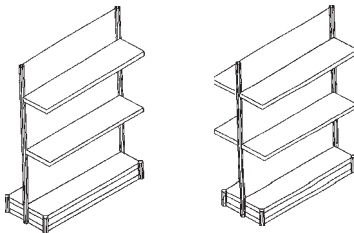
### LITERATURE POCKETS (Plexiglass)



### COUNTERS & CABINETS

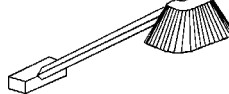


### GONDOLAS



(Lights may only be used on rentals.  
Electrical service & labor to install  
lights is not included.)

### STEM LIGHT



### TRACKLIGHT



### WIRE WALL PANELS

(Available in Black or White)  
Usable Surface: 36" w x 86" h  
Overall Size: 41-3/16" w x 96" h x 28" d



### SLAT WALL PANELS

(Available in White)  
Usable Surface: 37-1/2" x 86-1/4"  
Overall Size: 41-3/16" w x 96" h x 28" d



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					

___	172512	Stem Light .....	128.45	179.85	___
___	172514	4' Tracklight (3 lights).....	292.45	409.45	___

<b>CABINETS &amp; COUNTERS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

___	17305	1M x 36" High Cabinet .....	614.60	860.45	___
___	17306	1M x 42" High Counter .....	693.60	971.05	___
___	17308	2M x 36" High Cabinet .....	991.35	1387.90	___
___	17309	2M x 42" High Counter .....	1070.45	1498.65	___
___	173010	1M x 36" High Radius Cabinet .	1089.90	1525.85	___
___	173011	1M x 42" High Radius Counter .	1184.65	1658.50	___

<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4' High .....	357.20	500.10	___
___	174542	Double Sided 1M x 4' High.....	475.85	666.20	___
___	174581	Single Sided 1M x 8' High.....	435.90	610.25	___
___	174582	Double Sided 1M x 8' High.....	555.40	777.55	___

<b>SHELVES</b>					
___	17201	Straight Shelf - 1M .....	86.85	121.60	___
___	17206	Angled Shelf - 1M .....	86.85	121.60	___

Don't see what you need?  
Please call an Exhibitor Services Representative at 702-579-1700.  
(421756)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WIRE WALL</b>					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					

___	173518	1M x 8' High Wire Wall .....	475.85	666.20	___
___	17353	3-Ball Waterfall .....	25.70	36.00	___
___	17355	5-Ball Waterfall .....	27.35	38.30	___
___	17357	7-Ball Waterfall .....	30.70	43.00	___
___	173510	Cleaver Clip .....	5.30	7.40	___
___	1735468	4" Single Hook .....	2.70	3.80	___
___	1735468	6" Single Hook .....	2.70	3.80	___
___	1735468	8" Single Hook .....	2.70	3.80	___

<b>SLAT WALL</b>					
___	1736100	1M x 8' High Slat Wall .....	357.20	500.10	___
___	173650	1/2M x 8' High Slat Wall .....	267.80	374.90	___
___	173611	Slat Wall Shelf .....	86.85	121.60	___
___	17365	5-Ball Waterfall .....	30.70	43.00	___

<b>LITERATURE POCKET</b>					
___	174015	For 8 1/2 x 11 Literature .....	30.10	42.15	___

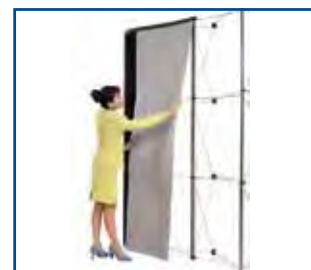
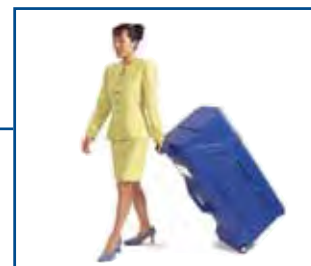
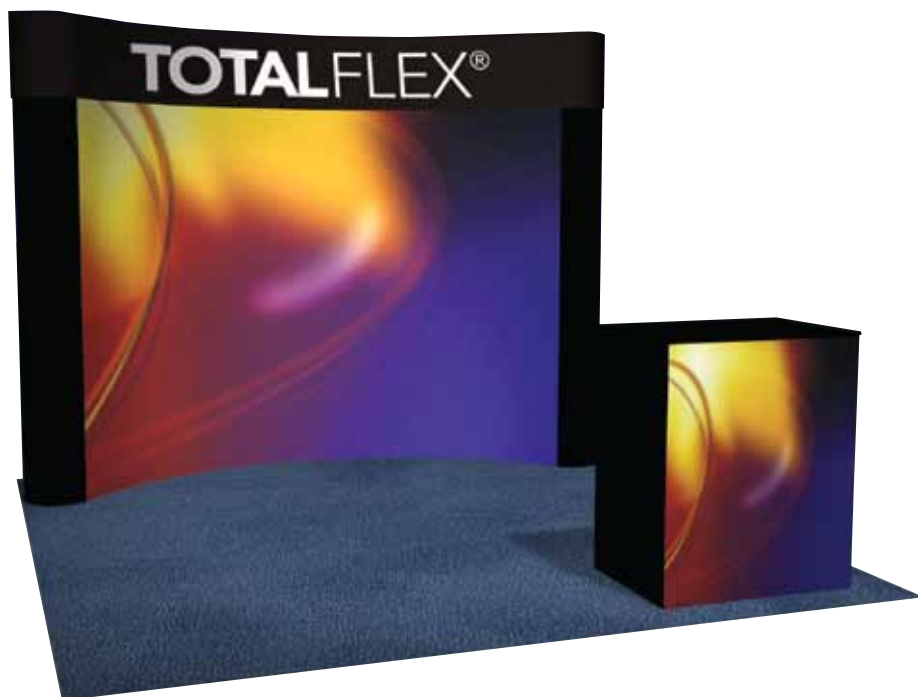
<b>TOTAL COST</b>					
Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____					

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

FREEMAN exhibit accessories

# TOTALFLEX<sup>®</sup>

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 exhibit.

## **floor units**

*8'H x 8'W Floor Standing Unit*

*8'H x 10'W Floor Standing Unit*

## **table top units**

*40"H x 6'W Table Top Unit*

*40"H x 8'W Table Top Unit*



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CONTACT NAME:

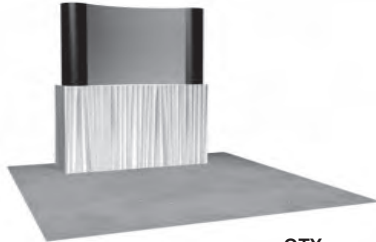
PHONE #:

E-MAIL ADDRESS:

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## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,257.35	\$1,760.30	_____	_____
40" H x 8' W	\$1,412.30	\$1,977.20	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,472.65	\$2,061.70	_____	_____
40" H x 8' W	\$1,613.05	\$2,258.25	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

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

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$1,885.50	\$2,639.70	_____	_____
8' H x 10' W	\$2,193.35	\$3,070.70	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$2,831.90	\$3,964.65	_____	_____
8' H x 10' W	\$3,255.20	\$4,557.30	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

All Classic carpets 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	_____	\$191.35	\$267.90	_____	_____	\$245.95	\$344.35	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$ 98.30	\$137.60	_____	_____	\$180.20	\$252.30	_____
1715802	Straight Shelf	_____	\$ 75.40	\$105.55	_____	_____	\$125.60	\$175.85	_____
1715803	Angle Shelf	_____	\$ 75.40	\$105.55	_____	_____	\$125.60	\$175.85	_____

## QUICK TIPS

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

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_





# 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](http://www.freemanco.com).



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PHONE #:

E-MAIL ADDRESS:

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For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## 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'	\$5,659.75	\$8,489.65	
	10' x 10'	4'	40'	\$6,718.45	\$10,077.70	
	15' x 15'	3'	60'	\$8,000.65	\$12,001.00	
	15' x 15'	4'	60'	\$9,450.10	\$14,175.15	



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
	10' x 15'	3'	50'	\$7,127.90	\$10,691.85	
	10' x 15'	4'	40'	\$8,279.15	\$12,418.75	



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
	10'	3'	31.42'	\$4,996.45	\$7,494.70	
	10'	4'	31.42'	\$5,776.75	\$8,665.15	
	15'	3'	47.12'	\$7,043.70	\$10,565.55	
	15'	4'	47.12'	\$8,155.10	\$12,232.65	



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
	10' x 10' x 10'	3'	30'	\$4,356.50	\$6,534.75	
	10' x 10' x 10'	4'	30'	\$5,076.00	\$7,614.00	
	15' x 15' x 15'	3'	45'	\$6,726.65	\$10,090.00	
	15' x 15' x 15'	4'	45'	\$9,595.20	\$14,392.80	



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
	15'	3'	30'	\$3,661.65	\$5,492.50	
	15'	4'	30'	\$4,590.50	\$6,885.75	
	20'	3'	40'	\$5,505.35	\$8,258.05	
	20'	4'	40'	\$6,482.20	\$9,723.30	
	30'	3'	60'	\$7,215.70	\$10,823.55	
	30'	4'	60'	\$8,731.80	\$13,097.70	

Total: \_\_\_\_\_ x Tax (8.1%) \_\_\_\_\_ = \_\_\_\_\_

## 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. Or you may call our Exhibitor Sales Department 702/579-1400.



# 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](http://www.freemanco.com).

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

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## 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.  
\$ 14.70 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 22.05 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" @ _____	65.10	97.65 =	_____
7" x 22" @ _____	66.70	100.05 =	_____
7" x 44" @ _____	68.50	102.75 =	_____
9" x 44" @ _____	72.55	108.85 =	_____
11" x 14" @ _____	80.05	120.10 =	_____
14" x 22" @ _____	82.10	123.15 =	_____
14" x 44" @ _____	97.90	146.85 =	_____
22" x 28" @ _____	102.85	154.30 =	_____
28" x 44" @ _____	124.30	186.45 =	_____
20" x 60" @ _____	202.95	304.45 =	_____

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

Sub-Total	+	8.1 % Tax	=	Total Cost
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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 (702) 579-1700 for assistance.



# installation & dismantle

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

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

## **installation and dismantling services available**

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

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

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

## **if you use Freeman staff**

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

## **if you supervise yourself**

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

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

## **questions?**

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

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

# FREEMAN

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



**ORDER FORM**  
**DEADLINE DATE**  
**DECEMBER 28, 2015**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 88.40	\$ 114.90
<b>Overtime-</b>	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays .....	\$ 143.50	\$ 186.55

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

## INSTALLATION LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

## DISMANTLE LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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



NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

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

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

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

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

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

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

SHIP TO: \_\_\_\_\_

### METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

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

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

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

☐ **Reroute via Freeman's choice**

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

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

FREEMAN installation & dismantle labor

# FREEMAN

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Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
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INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FORKLIFT / RIGGING LABOR

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

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

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 172.10	\$ 223.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	216.40	281.30
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	189.55	246.40
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	297.15	386.30
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	215.25	279.85
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	315.90	410.65
304040	Forklift w/operator - 4-Stage - ST.....	246.90	320.95
304041	Forklift w/operator - 4-Stage - OT.....	341.65	444.15

## RIGGING LABOR

3020200	Rigger Foreman - ST.....	\$ 94.75	\$ 123.20
3020201	Rigger Foreman - OT.....	150.90	196.15
3020100	Rigger - ST.....	91.20	118.55
3020101	Rigger - OT.....	147.40	191.60

## INSTALLATION

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

## DISMANTLE

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

# **F R E E M A N**

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FreemanLasVegasES@freemanco.com

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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- Freeman Electricians will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement - See enclosed LVCC Rigging Regulations.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman Stagehands will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Stagehands must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

## **IMPORTANT INFORMATION (continued)**

### **NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### **NON-ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST REQUIRED)**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- **Read enclosed LVCC Rigging Regulations**
- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted to Freeman Rigging Manager three (3) weeks prior to move-in in a DWG format.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### **ELECTRICAL HANGING SIGNS**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

# LAS VEGAS CONVENTION CENTER RIGGING REGULATIONS

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**Please carefully read these regulations. The Las Vegas Convention Center will strictly enforce these rules.**

1. Any object over 250 lbs. or requiring chain motors must be submitted to Freeman for approval by the Las Vegas Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at Freeman 21 days prior to the start of rigging installation for group submittal to the LVCC.
3. All rigging plans must state the structure of rigging, weights, and an overlay of the rigging within your booth space. Freeman is required to reflect the plot plan for all booths on the overall ceiling plan for each show.

The exhibitor will be charged \$99.50 per hour straight time to transfer the plot plan to the overall ceiling grid that Freeman is required to submit to the Las Vegas Convention Center for approval.

All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$99.50 per hour straight time.

4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Las Vegas Convention Center.
5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
7. Freeman cannot hang any object prior to approval from the Director of Engineering or his/her representative.
8. Weight on the catwalks will not exceed over 25 pounds per square foot.
9. There will be no rigging under the catwalk structures.

# FREEMAN

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FreemanLasVegasES@freemanco.com



**DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST be received by the warehouse shipping deadline in order to receive Advance prices.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify FREEMAN immediately for special authorization. See enclosed LVCC Rigging Regulations.
- LVCC Rigging Regulations must be adhered to in order to complete your hang.

### SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

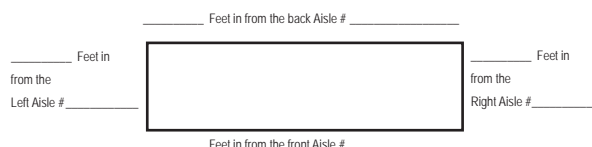
Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No \*

(Initial in the applicable box above)

\* Please see Hanging Truss and Chain Hoist Order Form to order rotator(s).

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

(421756)

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline date.
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- Rates are per lift and crew per hour.
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

#### Labor Rates

	Advance Price	Standard Price
--	---------------	----------------

#### Condor

Condor with crew	\$577.90	\$751.25
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#### Sign Assembly

Sign Assembly/Ground Labor	\$114.65	\$149.05
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- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

#### Electrical Assembly

##### Electrical Assembly/Ground Labor

Straight Time	\$108.15	\$140.60
Overtime	\$216.30	\$281.20

#### Straight Time (cannot be guaranteed)

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

#### Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday,  
All day Saturday, Sunday and holidays

#### Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____		= _____

#### Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____		= _____

#### Please Note:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard prices will apply and the sign will be hung when the equipment and labor become available.

FREEMAN hanging sign labor



**F R E E M A N**

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



PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

**STRUCTURAL INTEGRITY STATEMENT**  
**THIS FORM MUST BE RETURNED**  
**FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **IWCE: Vision16 / January 19-21, 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top  
of this form.**

**FREEMAN structural integrity statement**

# F R E E M A N

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



**DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- Orders received after the deadline date will be charged the Standard Price.
- All rigging must comply with LVCC and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.
- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre Rigging: Please contact FREEMAN for availability.

### LIGHTING DESIGNER INFORMATION - NOTE: LVCC RIGGING REGULATIONS MUST BE ADHERED TO

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_

Description	Advance Price	Standard Price
<b>RIGGING EQUIPMENT</b>		
<ul style="list-style-type: none"> <li>• Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show</li> <li>• Rates are per lift and crew, per hour</li> <li>• Crew consists of 1 Operator and 1 Ground Man</li> </ul>		
Condor w/crew .....	\$ 577.90	\$ 751.25
Scissor Lift w/crew .....	380.15	494.20

### RIGGING LABOR (please indicate labor needed by checking appropriate box(es) below)

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

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

Rigging Labor - ST .....	\$ 117.00	\$ 152.10
Rigging Labor - OT .....	233.95	304.15

- ☐ High Rigger   ☐ Ground Rigger   ☐ Theatrical Stage Electrician   ☐ Programmer  
☐ Projectionist   ☐ Audio Visual Technician   ☐ Sound Technician

### MISCELLANEOUS LABOR

- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Charges do not apply if your electrical needs consist of 20 amps or less.

Turn-On / Turn-Off Charge - ST .....	\$ 117.00	\$ 152.10
Turn-On / Turn-Off Charge - OT .....	233.95	304.15

Qty	Description	Advance Price	Standard Price	Total
<b>MISCELLANEOUS EQUIPMENT</b>				
_____	One Ton Hoist (power not included - complete Electrical Order Form) *	\$ 502.50	\$ 653.25	\$ _____
_____	Half Ton Hoist (power not included - complete Electrical Order Form) *	480.85	625.10	\$ _____
_____	20.5" Box Truss (per foot) *	23.95	31.15	\$ _____
_____	12" Box Truss (per foot) *	20.50	26.65	\$ _____
_____	Small Rotator .....	212.90	276.75	\$ _____
_____	Large Rotator .....	425.85	553.60	\$ _____
_____	Man Lift (per day) .....	176.70	229.70	\$ _____
_____	Genie Hand Crank (per day) .....	176.70	229.70	\$ _____

Total for Miscellaneous Equipment ..... \$ \_\_\_\_\_

\* Add 8.1% Tax ..... \$ \_\_\_\_\_

Grand Total..... \$ \_\_\_\_\_

**Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.**

# FREEMAN

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



**DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE

**Straight Time** - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

**Overtime** - Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$ 108.15	\$ 140.60
Electrician - OT .....	\$ 216.30	\$ 281.20
Forklift w/operator - ST .....	\$ 246.90	\$ 320.95
Forklift w/operator - OT .....	\$ 341.65	\$ 444.15
Man Cage .....	\$ 33.80	\$ 43.95

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

\* Show site price applies to all labor orders placed at show site.

\* Start time guaranteed only at start of working day.

Please refer to the "Hanging Sign Labor Order Form" and/or the "Truss & Theatrical Lighting Equipment & Labor Order Form" for all hanging signs, truss, chain motors and other hanging needs.

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

**Note:** For more information and an example of a completed floor plan, please see the following page.

#### FLOOR WORK:

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

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

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

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

#### BOOTH WORK:

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

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other \_\_\_\_\_

#### LABOR REQUEST

#### SELECT WORK TYPE

Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

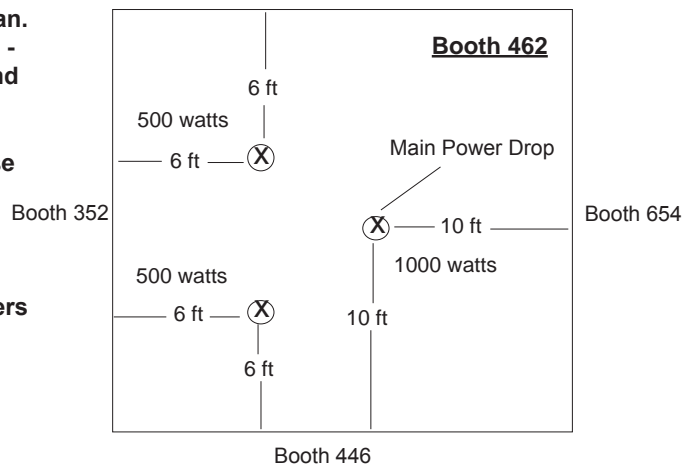
## CANCELLATION POLICY

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

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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





# audio visual & computers

***Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.***

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs are, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

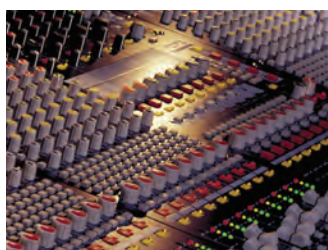
- Preshow consultation regarding equipment specifications and budgeting
- One seamless source for all your technology solutions, including a complete range of audio visual and computer equipment and installation services
- Intelligent lighting design, installation and operation
- Scheduled deliveries with advance confirmation to meet your time lines
- Single invoice for audio visual and computer equipment rental services



Flat-Screen Technology



Computer Equipment and Peripherals



High-Performance Professional Sound Systems



Intelligent Lighting Systems and Custom-Designed Truss

## questions?

Call an Audio Visual Specialist at 800-225-5289.

# F R E E M A N

Proud to Serve as Your  
Official Audio Visual Provider



**IWCE: Vision16**

January 19 - 21, 2016

Las Vegas CC | Las Vegas, NV

**\*Order By: December 28, 2015 to Receive Early Order Pricing!**



**Exhibiting Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color of Stand: Black -or- White		\$295.00	\$383.50	
32" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Panel Displays	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar & Wall Mount Bracket		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen, with Wall Mount Bracket		\$800.00	\$1,040.00	
46" Touchscreen, with Wall Mount Bracket		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - Choose Color: Black -or- White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

**\*Early order rate is subject to a 30% increase when ordering equipment after December 28, 2015.**

Contact Your Freeman Representative	Total Your Order	
JESSE AGUIRRE <a href="mailto:jesse.aguirre@freemanco.com">jesse.aguirre@freemanco.com</a> Phone: 702.352.1516 Fax: 469.621.5604 Online at: <a href="http://www.freemanco.com">www.freemanco.com</a>  Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total	
	28% Handling Charge (\$176 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	TOTAL CHARGES:	
	No Sales Tax or Drayage on Freeman AV Equipment	
	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors	
	** Electrical Services are not included in equipment pricing.	



Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:

Booth Number:

Exhibiting Company Name:

Company Address:

City / State:

Zip Code:

Phone:

Fax:

Email:

Third Party (If Applicable):

Signature:

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.  
Delivery subject to readiness of the booth structure and set-up. Please call us at 702.352.1516 with questions.*

On-Site Contact Person:

Cell Phone:

Please Select Your Preferred Date and Time of Delivery (Choose One):

Sunday, January 17, 2016

☐

8am - 12pm

☐

1pm - 5pm

Monday, January 18, 2016

☐

8am - 12pm

☐

1pm - 5pm

If You Have a Special Delivery Request, Please Note it Here:

Payment Information

Method of Payment (Choose One):

☐

Master Card

☐

Check (in US Funds)

☐

Visa

☐

Bank Transfer (please call for details)

☐

American Express

☐

Key Account

Credit Card Number:

Expiration Date:

Card Holder Name:

Signature:

*\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*\*\* All payments must be made in advance in US funds.*

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

**DEFINITIONS**

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

**PAYMENT TERMS**

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

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# ELECTRICAL SERVICES

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

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

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

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

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

## **Do I need to order labor?**

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

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

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

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

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

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

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

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

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

## **Where does the power come from?**

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

## **Where will my power be located?**

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

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

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

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

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

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

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

# F R E E M A N

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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

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

### **Can I run my extension cords under the carpet myself?**

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

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

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

### **Do I need lighting?**

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

### **Can I hang my own lights?**

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

### **Do I need to order power for my lighting?**

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

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

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

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

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

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

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

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

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

**F R E E M A N**  
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

[illegible]

Adjacent Aisle or Booth #

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


10 x 10 use 1 square = 1/4 foot

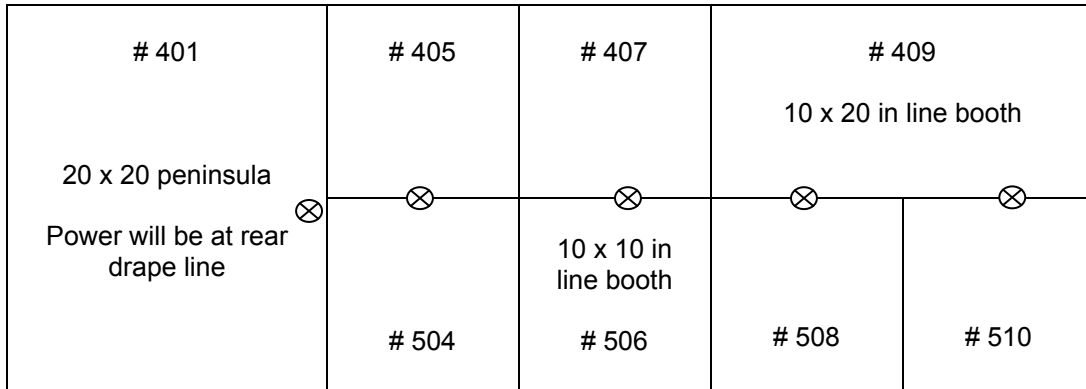
**20 x 20 use 1 square = 1/2 foot**

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

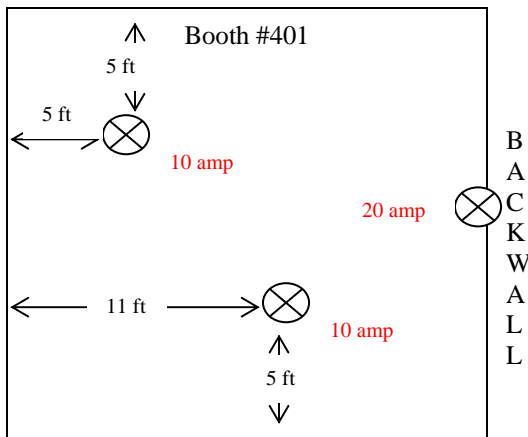
## IN LINE BOOTHS

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

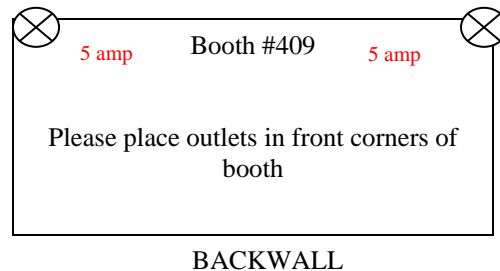


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

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



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





## ISLAND BOOTHS

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

### 1. Main Drop.

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

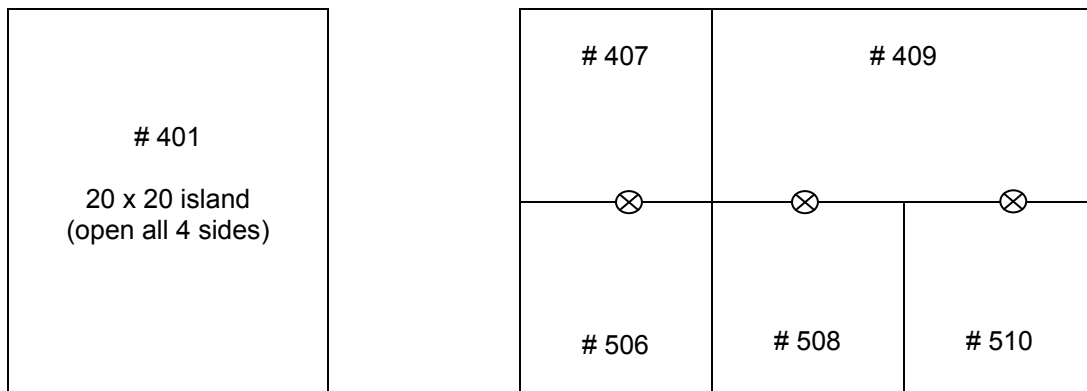
### 2. Location and load of all outlets.

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

### 3. Booth orientation.

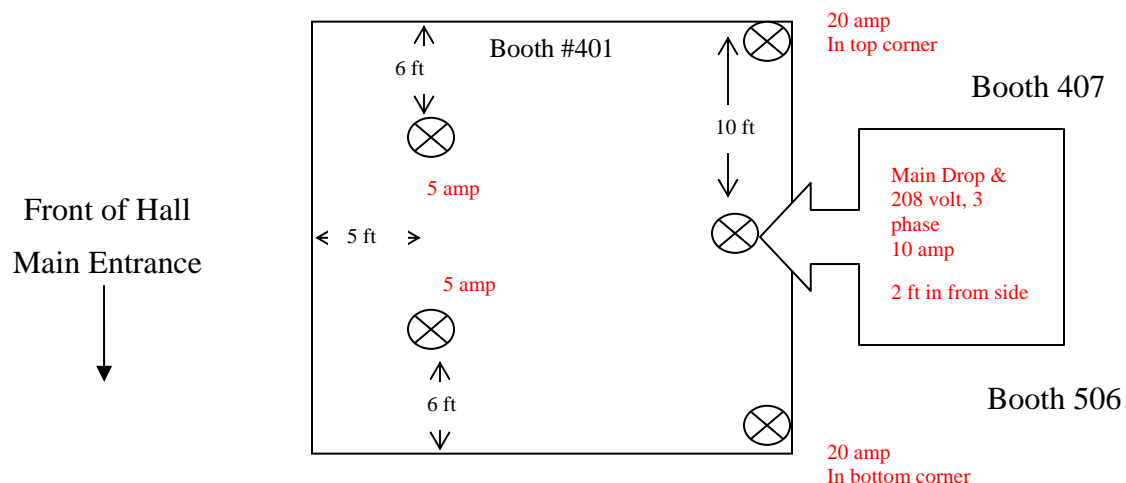
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# F R E E M A N

## ELECTRICAL SERVICES USAGE GUIDE

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

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

Please feel free to contact our electrical specialists at [FreemanLasVegasES@freemanco.com](mailto:FreemanLasVegasES@freemanco.com) with any additional questions.

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

# FREEMAN

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



**DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	116.50	174.75 = \$	_____
1000 Watts (10 amps)	_____	_____	207.05	310.60 = \$	_____
2000 Watts (20 amps)	_____	_____	273.75	410.65 = \$	_____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	514.75	772.15 = \$	_____
30 Amps	_____	_____	614.15	921.25 = \$	_____
60 Amps	_____	_____	809.60	1,214.40 = \$	_____
100 Amps	_____	_____	1,065.75	1,598.65 = \$	_____
200 Amps	_____	_____	2,159.05	3,238.60 = \$	_____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	691.40	1,037.10 = \$	_____
30 Amps	_____	_____	827.10	1,240.65 = \$	_____
60 Amps	_____	_____	1,084.45	1,626.70 = \$	_____
100 Amps	_____	_____	1,429.60	2,144.40 = \$	_____
200 Amps	_____	_____	2,153.75	3,230.65 = \$	_____
400 Amps	_____	_____	3,934.20	5,901.30 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$5.70 per Amp (20 Amp Min.)

Qty \_\_\_\_\_ Amps \_\_\_\_\_ = \$ \_\_\_\_\_

### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	828.25	1,242.40 = \$	_____
30 Amps	_____	_____	993.20	1,489.80 = \$	_____
60 Amps	_____	_____	1,300.90	1,951.35 = \$	_____
100 Amps	_____	_____	1,715.05	2,572.60 = \$	_____
200 Amps	_____	_____	2,585.40	3,878.10 = \$	_____

### SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	_____	134.60	201.90 = \$	_____
Double Light Stand	_____	_____	208.20	312.30 = \$	_____
4' Track with 3 Lights	_____	_____	229.30	343.95 = \$	_____
Arm Light	_____	_____	150.90	226.35 = \$	_____
Overhead Quartz Light*	_____	_____	343.95	515.95 = \$	_____

\* Overhead quartz lights include labor to install and first focus.

\* May require labor and/or lift at additional charge. Please contact  
FreemanLasVegasES@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

(421756)

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:  
DECEMBER 28, 2015**

### MULTIPLE OUTLET LOCATIONS/ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

### HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

### CANCELLATION

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

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact  
FreemanLasVegasES@freemanco.com.

## TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <u>N/A</u>
<b>GRAND TOTAL</b>	<b>\$ _____</b>

FREEMAN electrical

## ELECTRICAL INSTRUCTIONS

### HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 280 volt power.

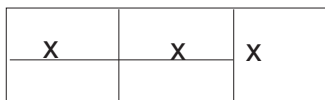
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

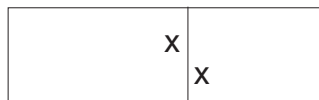
### LOCATION OF POWER IN YOUR BOOTH:

#### Inline and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams. (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

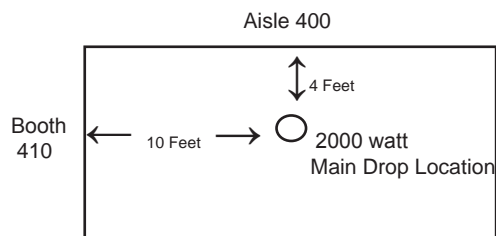


BACK TO BACK PENINSULA

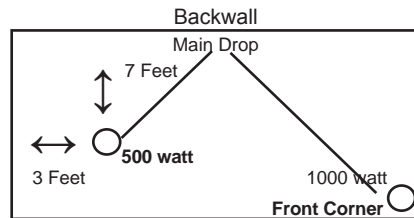
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below. A grid is available at [www.freemanco.com](http://www.freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Order Form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment, regardless of power source, must comply with Federal, State, and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors's equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# FREEMAN

6555 West Sunset Road  
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FreemanLasVegasES@freemanco.com



**DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 28, 2015**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IWCE: Vision16 / January 19-21, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## COMPRESSED AIR: 90-100 lbs. PSI

Please note: In order to obtain the Discount Price, your order and Method of Payment must be received by deadline date.

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes 1st 90 feet of air line).....	_____	583.75	875.65 = \$	_____
Each additional air outlet (within 5 feet of 1st outlet) .....	_____	293.65	440.50 = \$	_____
Additional footage per foot (after 1st 90 feet) .....	_____	4.50	4.50 = \$	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM) ..	_____	9.65	14.50 = \$	_____
<b>Total</b>				_____

Standard connection is a 1/4" AMFLO C-1 quick disconnect. There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

## WATER

Service Charge for water outlet (includes first 90 feet of water line) ..	_____	583.75	875.65 = \$	_____
Each additional water outlet (within 5 feet of 1st outlet) .....	_____	293.65	440.50 = \$	_____
Additional footage per foot (after 1st 90 feet) .....	_____	4.50	4.50 = \$	_____
<b>Total</b>				_____

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

## DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.) _____	583.75	875.65 = \$ _____
Each additional drain outlet within the same booth..... _____	293.65	440.50 = \$ _____
Additional Footage per foot (after 1st 90 ft.)..... _____	4.50	4.50 = \$ _____
<b>Total</b>		

## FILL & DRAINS

0 - 200 Gallons .....	_____	309.95	464.95 = \$	_____
201 - 400 Gallons .....	_____	487.85	731.80 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	38.00	57.00 = \$	_____
			<b>Total</b>	_____

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

## GASES & MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_  
Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

## LABOR

## TOTAL COST

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

	Advance Price	Show Site Price
<b>Straight Time</b> .....	\$ 98.30	\$ 127.80 = \$ _____
Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)		
<b>Overtime</b> .....	\$ 196.50	\$ 255.45 = \$ _____
Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays		

<b>Outlet(s)</b>	\$ _____
<b>Tax</b>	\$ _____
<b>Labor (non-taxable)</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
  2. Credit will not be given for outlets installed and not used.
  3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
  4. All equipment must comply with state and local safety codes.
  5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
  6. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
  7. All equipment using water must have inlet and outlet properly tagged.
  8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
  9. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
  10. Service outlet size will be determined by the volume required.
  11. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.
  12. All outlets will be installed on the floor at the backwall of booth.
  13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
  14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
  15. First outlet includes up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
  16. Exhibitors are not allowed to bring air compressors on the show floor.
  17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
  18. Additional charges may be incurred if a lift is needed to bring services to the booth.
  19. Please contact our Plumbing Department at 702/579-1700 for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
  - **All electrical requirements must be ordered on the Electrical Rental Order Form.**





## Booth Catering Menu

All prices subject to 8.1% sales tax and 19% administrative charge. All pricing subject to change without notice.



**Las Vegas Convention Center**  
**Aramark Food Service**

**Pricing**

All pricing is listed as show pricing. Aramark cannot guarantee pricing until such time as catering needs have been submitted and a signed service agreement and event orders are on file. Orders received within 7 business days prior to the first show day, or onsite during the show are subject to a 10% surcharge.

**Policies**

High grade disposable service ware is used on all food and beverage functions on the exhibit floor.

Food and beverage orders will be delivered to the exhibit floor as a drop-off service.

**Advertising**

Advertising doesn't have to end with print ads and hanging banners. ARAMARK offers a full range of sponsorship opportunities to get your name out there to convention attendees. From logo cups, napkins or bottled water to employee uniforms and banners at convention cafés and restaurants, ARAMARK can increase your exposure on the exhibit floor and throughout the convention center.

Contact your ARAMARK Sales Manager or Convention/Trade Show Manager to discuss the sponsorship possibilities for your event

Our deadlines allow sufficient time to order, plan and prepare all of your food and beverage needs. All orders are subject to the pricing above.

**Booking Amendments & Cancellations**

Changes and/or cancellations must be received 5 BUSINESS DAYS in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received prior to 2 p.m. and will be subject to a 20% change fee. Late changes will also be subject to approval by the ARAMARK Sales Department based upon availability of product and staff.

**Payment Policy**

ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

**Delivery Charge**

A \$25.00(++) charge will apply to all original orders of less than \$75.00 per delivery.

**Special Orders**

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu content, etc., is subject to special pricing.

## Service Ware

Due to the restricted amount of space available for booth service catering, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. Biodegradable service ware is used where available. If you require china service, please order these items separately. Available items are listed under the "Equipment & Labor" section of the menu. Please Note: If china service is ordered, it is required that service personnel also be ordered for the entire duration of food service. This will allow continual clean-up, so that your area remains presentable throughout the day.

## Service Personnel

When ordering ARAMARK personnel for your booth, please plan for one hour each for set-up and break down time. Our union service personnel are entitled to two 15 minute and one 30 minute break per 8 hour shift. Please plan ahead if you will need continuous coverage in your booth. ARAMARK personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning, such as vacuuming, emptying non-food trash, dusting, etc.

## Delayed or extended service

In order to offer the very finest presentation, all services are planned with the following timetable: one hour for setup, two hours for service and one hour for breakdown. If for any reason, service is delayed or will exceed the normal timeframe, an additional charge of \$27.50 per server will be assessed for each additional hour. Please note that in order to ensure the quality of food and beverage, ARAMARK cannot leave food out for longer than 2 hours.

## Tax & Administrative charges.

All food and beverage pricing is subject to a 19% administrative charge and 8.1% sales tax. All equipment and labor charges are subject to a 8.1% sales tax only.

## Pricing

All prices are subject to change without prior notification.

## Tables & Electrical Requirements

ARAMARK does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

## Unauthorized Food & Beverage

ARAMARK is the exclusive caterer for the Las Vegas Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Las Vegas Convention Center without approval from, and appropriate waiver/corkage fees paid to ARAMARK.

# ALCOHOL POLICY

As the provider of alcoholic beverages at the Las Vegas Convention Center, ARAMARK takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same

The maximum delivery of unattended beer and wine per day will be 2 drinks per person up to a maximum of two (2) cases of beer or eight (8) bottles of wine. Any order exceeding this quantity will require an ARAMARK attendant.

All hosted bars are based on a consumption basis, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required. For Cash Bars or Cash/Ticket Bars, a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee - whichever is greater.

The requirements and expectations of any ARAMARK customer with regard to the service of unattended alcoholic beverages at the Las Vegas Convention Center are as follows:

As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, ARAMARK follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.

All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the LVCC at any time.

The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.

All spirits must be served by ARAMARK personnel.

Any cocktail servers/models used for service of alcohol must provide ARAMARK with copies of the TAM or TIPS card for these personnel. ARAMARK reserves the right to exclude any personnel without prior approval.

# HOT BEVERAGES

## Starbucks Brewed Coffee

2.5 gallons fresh brewed Pike's Place Starbucks coffee or decaf coffee  
\$127.50

## Hot Tea Variety

2.5 gallons of hot water with Lipton black, green and decaf tea \$127.50

## Keurig K-Cup Coffee Package

Keurig Coffee Brewer Makes Individual Fresh Brewed Cups of Coffee  
Package Includes 24 K-Cups

*\*Requires a dedicated 120 volt, 15 amp electrical outlet*

\$98.00

## Espresso/Cappuccino Machine

Offer Your Guests a Freshly Made Espresso, Latte or Mocha  
One barista included for up to six hours per day, \$45.00 each additional hour

*\*Requires 2 dedicated 120 volt, 20 amp electrical outlets*

\$648.00 per day rental

## Accompaniments

### Keurig K-Cup Kit Replenishment

24 Coffee K-Cups

Ask your sales manager about flavored coffee, decaf and tea K-Cup options.

\$100.00

### Gourmet Espresso

This item must be ordered to accompany the espresso machine.

Kit includes espresso, chocolate syrup, whipping cream and milk.

\$136.25

# COLD BEVERAGES

## Las Vegas Logo Bottled Water

\$43.00 per case of 24

## Arrowhead Spring Water

\$43.00 per case of 24

## Aquafina Ecofina Water – 50% Less Plastic

\$62.00 per case of 24

## Cold Water Cooler – advance order only

*Requires a dedicated 110 volt, 5 amp electrical outlet, includes only equipment*

\$38.00 per day

## Nestle Pure Life 5 Gallon Water Jug

\$28.00 each

## Assorted Tropicana Bottled Juice

Apple, Cranberry and Orange Juices

\$39.25 per dozen (12)

## ½ Pints of Milk

\$27.25 per dozen (12)

## Assorted Pepsi Soft Drinks

Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

\$60.00 per case of 24

## Assorted Gatorade

Grape, Fruit Punch and Lime

\$82.00 per case of 24

## Iced Tea, Lemonade or Fruit Punch

\$89.00 per 2.5 gallons

## Specialty

### Custom Bottled Water

What better way to get your company name in everyone's hand!

Available in 16.9 oz. or 12 oz. bottles. 24 bottles per case with a minimum order of 25 cases.

*Due to the nature of this product, camera ready artwork (EPS format preferred) must be received by aramark no later than 60 days prior to your event.*

Price available upon request



# BREAKFAST

Platters are designed to serve 12 guests.

## Fresh Breakfast Pastry Selection

Assorted Fresh Baked Pastries, Croissants and Breakfast Breads Including Lemon Yogurt, Banana Pecan, Cinnamon Streusel, Sweet butter, Smucker's preserves

\$47.75 per dozen

## Locally Baked Bagel Selection

Great Buns Brand, Assorted Bagels , Philadelphia Cream Cheese, Sweet Butter, Smuckers Preserves

\$34.75 per dozen

## Carl's Donuts

Glazed, Sour Cream, Apple Fritter, Chocolate Glazed

\$32.50 per dozen

## In Season Whole Fresh Fruit

\$26.00 per dozen

## Yogurt

Assorted Flavors

\$39.25 per dozen

## Individual Cereals

Rice Chex, Cheerios, Honey Nut Cheerios, Nature Valley Low-Fat Granola & Fruit, Fiber-One Raisin Brand Clusters, Skim and Whole Milk

\$63.00 per dozen

## Fresh Sliced Fruit Tray

Pineapple, Melons, Berries

\$143.75 Serves 24

## Package

### Good Morning, Las Vegas!

Lemon, Banana and Cinnamon Breakfast Breads, Fresh Baked Pastries, Croissants, Bottled Tropicana Fruit Juices, Starbucks Coffee, Hot Tea, Sweet Butter, Smucker's Preserves

\$83.25

# LUNCH

## Sandwich Platters

Platters are designed to serve 12 guests. All platters are accompanied by assorted bagged chips.

### Sin City Sliders

**Chicken BLT** - Sliced Chicken Breast, Smoked Bacon, Pico de Gallo, Baguette

**Italian Grinder** - Salami, Ham, Pepperoni, Provolone, Pepperoncini, Italian Dressing, Baguette

**Turkey Slider** - Turkey, Jack Cheese, Sweet Peppers, Romaine , Herb Mayo, Baguette

\$261.50

### Assorted Vegetarian

**Caprese** - Spring Mix, Mozzarella, Sundried Tomato, Garlic and Herb Wrap

**Southwest Vegetable** - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

**Traditional** - Tomato, Cucumber, Carrots, Pea Shoots, Sunflower Seeds, Boursin, Provolone, Wheat Kaiser

\$189.50

### Roast Turkey on Croissant

Sliced Turkey, Provolone, Leaf Lettuce, Croissant, Mayo, Mustard Spreads

\$209.25

### Black Bean Chicken Wrap

Julienned Chicken, Black Bean Spread, Parmesan, Romaine, Flour Tortilla

\$240.00

### #1 Best Seller!

#### Only Vegas Platter

**Chicken Chipotle** - Cotija Cheese, Lettuce, Tomato, White Kaiser

**Honey Ham & Swiss** – Lettuce, Wheat Kaiser

**Gourmet Roast Beef\*** – Cheddar, Lettuce, Horseradish Spread, White Kaiser

**Southwest Vegetable** - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

\$252.75

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

All prices subject to 8.1% sales tax and 19% administrative charge. All pricing subject to change without notice.

# LUNCH

## Salads

Salads are designed to serve 12 guests.

### Mediterranean Pasta Salad

Tri-color Rotini, Zucchini, Carrots, Broccolini, Sweet Onion, Feta, Sundried Tomato Vinaigrette.

\$68.00

### All American Potato Salad

Red Bliss Potato, Egg, Celery, Dijon Aioli, Celery Seed.

\$69.00

### Harvest Green Salad

Mixed Field Greens, Maytag Blue Cheese, Candied Walnuts, Dried Cranberries, Apricots, Balsamic Vinaigrette Dressing

\$71.75

### Classic Caesar Salad

Romaine Hearts, Garlic Croutons, Parmesan, Caesar Dressing

\$71.75

### Southwest Salad

Hearts of Romaine, Corn, Black Bean, Red Pepper, Jalapeno, Lime Vinaigrette Salsa, Tortilla Strips, Chipotle Ranch Dressing

\$76.25

### Grilled Chicken

Add Grilled Sea Salt and Peppercorn M lange Chicken to Any Salad

\$28.00

# LUNCH

## Boxed Lunches

Individual boxed lunch, all served with whole fruit, bagged Lays chips, Famous Amos cookies & bottled water.

### Chicken Club Wrap

Grilled Chicken Breast, Romaine Lettuce, Smoked Bacon, Cheddar Cheese, Ranch Dressing, Garlic Herb Wrap  
\$25.00

### Roast Turkey on Croissant

Sliced Roasted Turkey, Provolone, Leaf Lettuce, Mayo, Mustard, Croissant  
\$21.75

### Honey Ham and Swiss

Leaf Lettuce, Whole Grain Mustard Spread, Wheat Kaiser  
\$21.75

### Gourmet Roast Beef\*

Cheddar Cheese, Horseradish Spread, Romaine Lettuce, Kaiser  
\$21.75

### Chicken Caesar Salad

Grilled Chicken, Hearts of Romaine, Parmesan, Croutons, Caesar Dressing  
\$21.75

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

## Vegetarian

### Chick Pea Salad on Multi Grain

Kalamata Olives, Roasted Tomato, Romaine Lettuce, Tomato Ranch Spread, Multigrain Roll  
\$25.00

### Vegetable Cobb Salad

Chopped Romaine Lettuce, Grilled Vegetables, Bleu Cheese, Tomatoes, Hard Boiled Egg, Ranch Dressing  
\$25.00

# SNACKS

## Savory

## Sweet

Snacks are designed to serve 12 guests.

### Specialty

#### Logo Sheet Cake

Display Your Company's Logo!!

\$141.50 Half Sheet Cake (*serves 45*)

\$272.50 Full Sheet Cake (*serves 90*)

#### Salsa Time

Tostitos Brand Corn Tortilla Chips, Guacatillo, Pico de Gallo

\$32.50

#### Rold Gold Pretzels

Individual Bags

\$24.00 per dozen

#### Planters Salted Peanuts

Individual Bags

\$24.00 per dozen

#### Planters Fruit and Nut Trail Mix

Individual Bags

\$24.00 per dozen

#### Assorted Bagged Chips

Doritos, Cheetos Crunchy, Lays Original, Barbecue

\$22.75

#### Chex Mix Snack Mix

Traditional, Honey Nut, Hot & Spicy

Individual Bags

\$35.00

#### Nature Valley Granola Bars

Assorted Flavors

\$36.00 per dozen

#### Energy and Protein Bar

Kashi, Power Bars

\$50.00 per dozen

#### Dessert Bars

Brulee Raspberry White Chocolate Cheese Bar,  
Caramel Apple Grannies, Lemon Shortbread, Gooney  
Turtle Brownie

\$50.00 per dozen

#### Fudge Brownies

Double Chocolate Fudge Brownies  
(*no nut item*)

\$43.50 per dozen

#### Colossal Cookies

Otis Spunkmeyer

Chocolate Chip, Oatmeal Raisin, White Chocolate  
Macadamia Nut

\$34.75 per dozen

#### Paradise Road

Assorted Otis Spunkmeyer Colossal Cookies, Fudge  
Brownies, Petite Cheesecakes: Raspberry, Lemon and  
Vanilla

\$140.00 per dozen

#### Candy Bowl

Jolly Rancher Hard Candy, Werther's Originals,  
Hershey's Miniatures, Peppermints, Sour Rockin' Rods

\$75.00

#### Drizzled Rice Krispy Treats

White and Dark Chocolate

\$43.75 per dozen

# SPECIALTY ITEMS

## Antique Popcorn Machine

*(Attendant Required)*

67"H x 34"W x 26"D

*\*Requires dedicated 110 volt, 20 amp electrical outlet*

**\$190.75 per day**

## Tabletop Popcorn Machine

*(Attendant Required)*

22"H x 22"W x 18"D

*\*Requires dedicated 110 volt, 20 amp electrical outlet*

**\$81.75 per day**

## Portable Convection Cookie Oven

*(Attendant Required)*

22"H x 22"W x 18"D

*\*Requires dedicated 110 volt, 20 amp electrical outlet*

**\$54.50 per day**

## Specialty Refresh Items

### Popcorn Packs

Individual Packages of Popcorn Kernels, Oil and Seasoning; Includes Popcorn Serving Bags

*Serves approx. 200 bags*

**\$179.75**

### Otis Spunkmeyer Cookie Dough

Your Choice of Chocolate Chip, Butter Sugar, Oatmeal Raisin, Peanut Butter, or White Chocolate Macadamia Nut Cookie Dough

*Serves 240 pieces*

**\$190.75**



# RECEPTIONS

## Hot

## Cold

Items are sold in increments of 50 pieces unless otherwise specified.

### Crispy Boneless Wings

Lightly Breaded or Spicy Buffalo Style,  
with Ranch Dressing

\$190.75 per 50

### Tempura Shrimp\*

Farm Raised Shrimp, Hand Breaded and Tempura  
Battered, Thai Chili Sauce

\$231.50 per 50

### Chicken Southwest Spring Rolls

Seasoned Chicken, Black Beans, Sharp Cheddar  
Cheese and Cream Cheese with Southwest Vegetables

\$190.75 per 50

### Chicken Potstickers

Pan Fried Asian Dumplings Filled with Chicken, Green  
Onion and Ginger with a Thai Chili Sauce

\$231.50 per 50

### Petite Beef Wellington\*

Layers of Delicate Puff Pastry Enrobed in Beef  
Seasoned with Mushroom Duxelle

\$299.75 per 50

### Jumbo Shrimp Cocktail\*

Wild Caught Jumbo Shrimp  
Traditional Horseradish Cocktail Sauce, Lemon

\$272.50 per 50

### Canapés\*

Goat Cheese and Roasted Peppers on Toast Round,  
Seared Ahi Tuna, Nori, Wasabi Caviar on Toast Square,  
Smoked Chicken, Papaya Salsa, Cream Cheese on Multi-  
Grain Baguette

*Serves 48 guests*

\$325.00 per 50

### Hummus Trio

Traditional, White Bean & Roasted Garlic, Edamame Mint  
Pita, Grissini, Flat Breads

*Serves 24 guests*

\$124.25 per 50

### Gourmet Cheese Board

Savory Brie, Aged Cheddar, Creamy Maytag Bleu and  
Boursin Cheese, Fruit, Gourmet Crackers and Lavosh

*Serves 24 guests*

\$183.00 per 50

### Garden Fresh Vegetable Crudité

Seasonal Vegetable Display Including Carrots, Cherry  
Tomatoes, Celery and Broccoli, Roasted Red Pepper Dip

*Serves 24 guests*

\$143.75 per 50

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may  
increase your risk of foodborne illness.

All prices subject to 8.1% sales tax and 19% administrative charge. All pricing subject to change without notice.

# ALCOHOLIC BEVERAGES

\$180 per bartender labor fee will be applied to all bar services. \$55 per additional hour will be applied after first four hours.

## Price List

### Call Cocktails | \$7.00 each

Svedka Vodka, Cruzan Rum, Bombay Gin,  
Bacardi Oakheart, Canadian Club, Jack Daniels,  
Sauza Blue 100% Silver, Dewar's White

### House Wine- by the glass | \$6.50

Robert Mondavi Woodbridge  
Merlot, Chardonnay

### Imported and Craft Beer | \$6.50 each

Corona Extra, Heineken, St. Pauli Girl non-  
alcoholic, Blue Moon

### Domestic Beer | \$5.50 each

Budweiser, Bud Light

### Bottled Water | \$2.75 each

### Soft Drinks | \$2.50 each

Pepsi, Diet Pepsi, Sierra Mist

## Cash Bar

Includes Disposable Cups, Napkins and Necessary Mixers  
Priced Inclusive of Sales Tax.

## Hosted Bar

Includes Disposable Cups, Napkins and Necessary Mixers.  
Price Subject to Sales Tax and Service Charge  
Charged on Consumption.

Additional selections available by request with 72  
business hours notice.

## Additional Items

China Upgrade | \$3 per person

Bar fronts are included for meeting rooms, and are available based on availability for show floor bars. Client is responsible for providing one 8' skirted table as a back bar for meeting rooms and two 8' skirted tables for bars on the show floor.

# China and Linen

If china service is ordered, it is required that service personnel also be ordered to work in your exhibit/booth.

Linen is offered in black or white (custom colored linen may be ordered at additional charges with 72 business hour prior notice)

## Full China Service

Dinner plate, coffee cup and saucer, water glass, fork, knife and spoon.  
\$6.00 per setting

## Linen Napkin

\$1.00 each

## Line Table Cloth

Sizes 90" x 90" or 54" x 120"  
\$10.00 each

# Labor

All labor is scheduled at a four hour minimum. This consists of one hour for set-up, one hour for break-down and two hours for service.

After eight hours, the hourly labor rate increases to time and one-half. After 12 hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

## Food Server, Runner or Bus Person

\$120.00 – Four hour minimum  
\$30.00 – per additional hour

## Culinary Attendant or Bartender

\$165.00 – Four hour minimum  
\$41.250 – per additional hour

## Booth Manager

\$600.00 – per day

## Personal Chef

\$600.00 – per day

# Order Form

**PLEASE FAX COMPLETED FORM TO 702-943-6911 or email to LVCCSales@aramark.com.**

**Confirmation will be emailed or faxed back to you.**

***\*\*If you do not receive WRITTEN CONFIRMATION, CONTACT OUR OFFICES to ensure that your order was received\*\****

**If you need more space, please make multiple copies of the order form prior to completion.**

Las Vegas Convention Center

3150 Paradise Road

Las Vegas, NV 89109

Toll Free: 800-CATER-11

Tel: 702-943-6910

[illegible]

# Credit Card Authorization Form

Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109  
Toll Free: 800-CATER-11  
Tel: 702-943-6910

SHOW NAME:

COMPANY:

BILLING ADDRESS:

(FOR CREDIT CARD)

TELEPHONE #:

FAX #:

E-MAIL:

☐

Company Check to be used for initial deposit. Credit Card to be used for reorders and the balance of the bill.

☐

Credit Card to be used for all charges during the show and for any re-ordering on site.

☐

AMERICAN EXPRESS

☐

VISA

☐

MASTERCARD

CARD HOLDER NAME:

CREDIT CARD #:

EXPIRATION DATE:

SIGNATURE:

Customer agrees to pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

**\*\*A copy of the credit card front and back must accompany this form.\*\***

Under no circumstances will ARAMARK accept re-orders without a credit card on file.

Under no circumstances does ARAMARK take orders or credit card numbers over the phone.

Customer must either fax or mail order with signature of cardholder.



## ANIMALS

### ❖ **DOMESTICATED ANIMALS**

- Service animals are always welcome. Please refer to the ADA – American Disabilities Act portion of this manual for the ADA's definition of a service animal.
- Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by show management, then by the Convention Services Manager.
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- Animals will not remain in the building overnight.
- A trainer must accompany animals at all times. It is the animal owner's responsibility to clean up after the animal while on LVCVA property.

### ❖ **NON-DOMESTICATED ANIMALS**

- Will be considered on an individual basis.
- Contact your Convention Services Manager for assistance.
- It is the animal owner's responsibility to clean up after the animal while on LVCVA property.
- Seeing eye/assistance animals are always welcome.





## **BALLOONS/STICKERS**

Show management and your Convention Services Manager must approve the use of balloons.

### **❖ PERMITTED**

- Helium balloons larger than 36 inches separate or tethered, are allowed in the exhibit halls.
- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Balloons may be used outside but must be tethered and may require FAA approval.

### **❖ PROHIBITED**

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts, however smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released out-of-doors due to airport flight patterns in the area.

### **❖ ADDITIONAL PLANNING NOTES**

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.
- Stickers are prohibited on property.



## CHEMICALS

- All chemicals brought into the facility must be labeled and accompanied by the applicable MSDS (Material Safety Data Sheets) or SDS (Safety Data Sheets) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.
- The Lessee is responsible for the handling and removal of chemicals used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event.
- Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
- The Lessee is responsible for the tracking of all chemicals brought into the facility.
- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.



## CONTRACTOR & VENDOR REQUIREMENTS

**Any** show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE \$250.00

2. CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada  
**If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com)**
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.**

3. LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

**The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 3 hereof.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please select which category of business your company performs (select all that apply).

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Audio Visual/Lighting            | <input type="checkbox"/> Fire Protection           | <input type="checkbox"/> Security/Private Investigator   |
| <input type="checkbox"/> Cleaning                         | <input type="checkbox"/> Floral/Plants             | <input type="checkbox"/> Temporary Staffing              |
| <input type="checkbox"/> Destination Management           | <input type="checkbox"/> General Contractor        | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Display/Design                   | <input type="checkbox"/> Install/Dismantle (I & D) | <input type="checkbox"/> Theatrical/Rigging              |
| <input type="checkbox"/> Entertainment/Talent/Modeling    | <input type="checkbox"/> Labor                     | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Equipment/Furniture Rental       | <input type="checkbox"/> Photography/Videography   | <input type="checkbox"/> Misc./Other*                    |
| <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Production                |  |

\*If Misc./Other selected, please list the category(s) here:

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By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

- Submit the form above with an original signature by an appropriate company designee
- Include certificate of insurance and worker's compensation as described above
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Director of Convention Services  
Las Vegas Convention and Visitors Authority  
3150 Paradise Road  
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA  
Phone (702) 892-2915 Fax (702) 892-2933

Have you provided all of the following AS ONE SUBMISSION:

- ☐ Contractor Fee
- ☐ Certificate of Insurance with Appropriate Coverage
- ☐ This Form with Appropriate Signature

**All documentation must be received BEFORE work may commence  
on the property of the Las Vegas Convention Center or Cashman Center**

**BE ADVISED THAT CLARK COUNTY AND THE CITY OF LAS VEGAS REQUIRE ALL CONTRACTORS TO OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. CONTACT THE FOLLOWING FOR FURTHER INFORMATION:**

Clark County Department of Business License  
Department

500 Grand Central Parkway, Third Floor  
Las Vegas, NV 89155  
702-455-0174

[www.clarkcountynv.gov](http://www.clarkcountynv.gov)

Business Licensing Division Planning

333 North Rancho Drive  
Las Vegas, NV 89106  
702-229-6281

[www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)



## **FIRE AND SAFETY EXHIBIT GUIDELINES**

- All means of entrance and exit must be clear and free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
- Construction and demolition of multi-level booths and exhibits requires compliance with OSHA fall protection regulations (1926 Subpart M).
- Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Fire Prevention office. See Halogen Lamp Restriction in this section.
- Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Fire Prevention Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
  - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20ft.
  - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Fire Prevention Office and the Convention Services Manager.
  - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
  - The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
  - Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
  - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.

- Use of LPG (propane) outdoors must be approved by the LVCVA Fire Prevention Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50ft. (2003 NFPA 101, 13.7.4.3.2)
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Fireplaces must be listed as vent less or self-venting for indoor use in order to obtain approval for burning inside the facility.
- Vented fireplaces cannot be burned since venting directly outdoors is not possible.
- Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
- Screen front fireplaces will not be approved for burning.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed in the "Application for Food Preparation within Exhibits" and submitted to the Fire Prevention Office.



## **FOOD PREPARATION WITHIN EXHIBITS**

Whenever food is prepared within an exhibit, an [Application for Food Preparation within Exhibits form](#) should be completed and forwarded to your Convention Services Manager and ARAMARK. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Fire Prevention personnel for review.

### **❖ EXHIBITION AND DISPLAY COOKING**

Temporary exhibition and display cooking is only permitted within the limitations given below.

- Production cooking operations require food preparation within permanent commercial cooking facilities with permanent commercial cooking ventilation.
- Cooking operations are permitted with the following limitations:
  - All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
  - All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
  - All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches that produces grease laden vapors shall be provided with a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
  - All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
    - Metal lids sized to cover the horizontal cooking surface are to be provided.
    - The cooking surface is limited to 288 square inches (2 square feet).
    - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
    - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
    - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
    - The volume of cooking oil per appliance is not to exceed 3 gallons.
    - The volume of cooking oil per booth is not to exceed 6 gallons.
    - Deep-fat fryers shall be electrically powered and have a shut-off switch.
  - Other appliances for exhibition cooking shall also be limited to 288 square inches in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
  - A minimum of (1) Class-K fire extinguisher shall be provided within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
  - A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
  - Solid fuels including charcoal and woods, i.e. hickory, mesquite is prohibited within exhibit halls.
  - LP-gas used for displays and demonstrations is limited to cylinders not exceeding the nominal 5lb size (12 lbs. water capacity), maximum 2 per booth. Additional cylinders must be located 20 feet apart.



- When approved, LPG (propane) containers complying with UL 147A *Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7lb and filled with no more than 16.8oz of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.

❖ **BANQUET SERVING**

- Banquets are to follow the same guidelines as Exhibition and Display Cooking.

❖ **FOOD WARMING**

- This operation at exhibitions is limited to maintaining the temperature of pre-cooked food or beverages at or below 200° F. Flame devices utilized for food warming shall be separately permitted as open flame devices. Such devices shall be for stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the event. It shall be used in accordance with the manufacturers' instructions. Mobile warming carts, using chemical heat may be used in accordance with the manufacturers' instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices.



## APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Name of Exhibiting Company: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate the food item(s) you wish to prepare:


Please indicate the process/equipment that would be used:


Please check box if decorative candles are to be used (1 candle per table): ☐

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

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This application is to ensure all fire and safety regulations are in place to enable cooking in your booth. In addition, the ARAMARK "Sample Food and/or Beverage Distribution" application must be completed and submitted to ARAMARK for food preparation approval. Once you receive this form back with a stamp of approval please forward to ARAMARK along with the Sample Food and/or Beverage Distribution form to fax **(702) 943-6911** for the final approval.

**Please FAX this form to:** Convention Services Manager      AND ARAMARK Sales Office

Las Vegas Convention Center  
**(702) 892-2933**

**(702) 943-6911**

A Safety coordinator will call you to discuss your food preparation plans. DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved	Denied
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## **FOOD SAMPLING INFORMATION FOR EXHIBITORS**

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows. If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required. A booth may bring hand-washing supplies and sanitizing stations or they will be available by submitting an order to ARAMARK with all necessary company, booth and payment information. Hot water must be ordered through ARAMARK. Exhibitors are required to pick up their hand-washing and sanitation station from a retail location set up on the show floor. If an exhibitor is providing the hand-washing and sanitizing station, please contact the Southern Nevada Health District or refer to their website for the requirements [southernnevadahealthdistrict.org](http://southernnevadahealthdistrict.org)

If exhibitors meet the criteria below, an Event Coordinator Permit will need to be obtained by show management. All applications should be made directly with the Southern Nevada Health District.

### **❖ EXHIBITORS WHO ARE SAMPLING FOOD & BEVERAGES**

- Exhibitors who are giving away free, open food or beverage
- Exhibitors are required to submit a sampling form and proof of insurance to ARAMARK. The form is attached to this document.
- If any food handling (such as cutting, portioning, or mixing) is done at the booth, a hand-washing station and a sanitizing station must be set up **at all times**.
- If any alcoholic beverages are being served exhibitors must contact ARAMARK and follow the NV department of Taxation guidelines regarding liquor at tradeshows.

### **❖ EVENT COORDINATORS FOR A SAMPLING SHOW**

- **Show management will need to obtain an Event Coordinator Application for Special Events and Trade Shows.** The application form is attached to this document with pricing included. The application should be made directly with the Southern Nevada Health District.
- Please inform the ARAMARK sales department before the event that this is a sampling show, the individual booths that will be sampling food or beverage product, and what that product is.
- If any food handling (such as cutting, portioning, or mixing) is done at individual booths, Event Coordinators will need to ensure all booths have a hand-washing station plus a sanitizing station set up **at all times**.
- If the product at a booth is pre-packaged, and not a potentially hazardous food (such as bottled water or supplements), this exhibitor is not required to be specified on the Event Coordinator Application.

**If you have any questions please contact the Southern Nevada Health District directly at (702) 759-0620 or the ARAMARK sanitation manager at (702) 943-6739**



Southern Nevada Health District Main Facility, 330 S. Valley View Blvd., Las Vegas, NV 89107 – (702) 759-0588  
**Mailing Address:** Southern Nevada Health District, Environmental Health, P.O. Box 3902, Las Vegas, NV 89127  
**FedEx, UPS only:** Southern Nevada Health District, Environmental Health, 700 Desert Lane, Las Vegas, NV 89106  
Laughlin Public Health Center, 3080 Needles Hwy, Suite 1800, Laughlin, NV 89029, (702) 759-1643  
Mesquite Public Health Center, 830 Hafen Lane, Mesquite, NV 89027 – (702) 759-1682

## EVENT COORDINATOR APPLICATION FOR CONVENTIONS, SPECIAL EVENTS and TRADE SHOWS

*Type or print clearly - Incomplete applications shall be denied*

A fee of \$230.00 must be paid at the time of application. This application **MUST** be received at the office at least seven (7) calendar days **PRIOR** to the event or a late fee of \$115.00 will be assessed. **The late fee will be \$230.00 if the application is received less than 1 business day from the start of the event.** ALL PERMIT FEES ARE NONREFUNDABLE - NO EXCEPTIONS.

Please make *Cashier's* checks or money orders payable to: **SOUTHERN NEVADA HEALTH DISTRICT**  
**NO PERSONAL OR BUSINESS CHECKS ACCEPTED**

### I. Event Information

Name of Event: \_\_\_\_\_  
Location/Address of event: \_\_\_\_\_  
Event to be held: \_\_\_\_\_ Enclosed building \_\_\_\_\_ Outdoor \_\_\_\_\_ Both  
Date(s) of event: \_\_\_\_\_  
Hours of event (Specify for each date if different): \_\_\_\_\_  
Vendor set-up time: \_\_\_\_\_  
Anticipated number of patrons for the event:  
(Maximum per day) \_\_\_\_\_ Number of food/beverage booths at event: \_\_\_\_\_

### II. Contact Information

Name of Event Coordinator: \_\_\_\_\_  
Name of Event Sponsor: \_\_\_\_\_  
Event Coord. phone number (during business hours): \_\_\_\_\_  
Event Coord. EMAIL Address: \_\_\_\_\_  
Event Coord. mailing address: \_\_\_\_\_  
Contact Name and phone number during event: \_\_\_\_\_

### III. Support Services Information

Toilet facilities: Number of Plumbed \_\_\_\_\_ Number of Portable \_\_\_\_\_  
Handwash facilities: Number of Plumbed \_\_\_\_\_ Number of Portable \_\_\_\_\_  
Responsible party for maintaining toilet/handwash facilities during event: \_\_\_\_\_  
Will potable water be available? Yes / No If yes, where? \_\_\_\_\_  
How will wastewater be disposed of? \_\_\_\_\_  
Describe how electricity will be provided: \_\_\_\_\_  
How will garbage be disposed of? \_\_\_\_\_  
Person(s) responsible for cleaning up: \_\_\_\_\_  
Other services if provided (i.e.: cold storage, commissary, ice truck, dish wash area): \_\_\_\_\_

#### IV. Vendor Information

List ALL vendors with point of sale at booth including Annual Itinerant Operators and Mobile Vendors. Each point of sale vendor is required to submit a Temporary Food Establishment Application for Special Event, except currently permitted Annual Itinerants and Mobile Vendors. \*TFE=Temporary Food Establishment; AI = Annual Itinerant; or MV=Mobile Vendor

Food and beverages booths where money is exchanged. Booths where food is sampled and product is sold.

Business Name	Type of Permit (*TFE, AI or MV)	Phone Number	Food/Beverage served or sold
			(Attach additional page if necessary)

List ALL vendors serving open food/drink without compensation:

No money exchange at booth.

Booths where open food is given away (e.g., company portioning food to attract people to their booth or drink company dispensing samples to get their new product out, NO sales at booth). Seen at trade shows/tasting/sampling events but can be at special events.

**The Event Coordinator is responsible for all fees listed below.**

	Permit Fee	Late Fee (Less than SEVEN CALENDAR DAYS NOTICE)	Late Fee (Less than ONE BUSINESS DAY NOTICE)
Event Coordinator	\$230.00	An additional \$115.00	An additional \$230.00
Each booth	* \$6.00	An additional \$3.00	An additional \$6.00

THE EVENT COORDINATOR IS RESPONSIBLE FOR NOTIFYING AND PAYING FOR BOOTHS ADDED POST-APPLICATION, PRIOR TO THE EVENT. LATE FEES AS NOTED SHALL APPLY.

[illegible]

\* LVCVA PARTICIPANTS WILL PAY EVENT COORDINATOR FEE ONLY. THE LVCVA WILL PAY BOOTH COST \*

**V. Event Coordinator Responsibilities**

The event coordinator is responsible for the following:

1. Meeting the requirements as set forth in the applicable sections of *the Southern Nevada Health District Regulations Governing the Sanitation of Food Establishments*. Initial \_\_\_\_\_
2. Ensuring that food vendors apply for a Temporary Food Establishment Permit as required and shall not allow vendors without required permits to set up at the event. Initial \_\_\_\_\_
3. Providing a map indicating the location of items listed in Sections III and IV **at least two business days** prior to the start of the event. Initial \_\_\_\_\_
4. Contacting the Southern Nevada Health District **prior to the event** to provide updates if any changes or additions to this application are made. Initial \_\_\_\_\_
5. Obtaining and submitting a permission letter from the property owner, if the event occurs on private property. Initial \_\_\_\_\_

Print name and job title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **HALOGEN LAMP RESTRICTIONS**

LVCVA has experienced several fire safety incidents arising from the use of stem and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

### **❖ RULES AND REGULATIONS**

Unless otherwise stated in this policy, stem or track mounted halogen light fixtures installed in LVCVA facilities must:

- Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
- Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

### **❖ ALTERNATIVE DESIGNS**

- The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.



## DISAPPROVED HALOGEN BULBS



## APPROVED HALOGEN BULBS – 75 watts max





## MEETING ROOMS

### ❖ **EXHIBITS IN MEETING ROOMS: N101-N120, N201-264, C201-206, S101-118, S201-233**

- Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape.
- When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene. Fork lifts, electric carts, etc. are not permitted on the second floor. All freight and materials must be moved via pallet jack or hand cart
- Exhibitor crates and pallets must be placed on rollers or Visquene.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls or doors without approval of the Convention Services Manager.
- No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Fire Prevention Office at least 60 days in advance of set up. Plans may be faxed to (702) 892-2919 or emailed to [boothplans@lvcva.com](mailto:boothplans@lvcva.com)
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room air walls will be moved only by LVCVA personnel. Air walls must be configured prior to laying carpet over building carpet. Contact your Convention Services Manager if you need assistance.
- Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.



## MULTI-LEVEL AND/OR COVERED EXHIBITS

### ❖ RULES AND REGULATIONS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Fire Prevention Office no later than 45 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multi-level or covered areas. Definitions:
  - Multi-level – Any occupied second story or greater area which is accessible by an approved means of egress.
  - Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code.
  - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit **only** when the following conditions apply.
  - The exhibit is used in an event where the duration is 7 calendar days or longer.
  - The exhibit contains display vehicles.
  - The exhibit contains open flame.
  - The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
  - Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multi-levels, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.
- Any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area (see "covered area" definition above) and all multiple-level exhibits must submit a booth plan to the LVCVA Fire Prevention office for approval prior to the exhibit coming onto the LVCVA property. Please send plans to the LVCVA Fire Prevention Office at 3150 Paradise Road, Las Vegas, NV89109. Plans may be faxed to (702) 892-2919. Plans may also be submitted in CAD or PDF format via e-mail to: [Boothplans@lvcva.com](mailto:Boothplans@lvcva.com). Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Fire Prevention Office.

❖ **FIRE WATCH**

- Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit.
- The requirement to have a fire watch will be handled on a case by case basis.



## **PARKING**

### **❖ GENERAL INFORMATION**

- The current parking fee is \$10.00 (we accept cash or credit cards) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- When not used as part of an outdoor exhibit, the only parking lot where privately owned, enclosed vehicles (i.e., box vans, RVs, enclosed trailers, etc.) are permitted to park is the Gold and Green Lots.
- Parking lot capacities are available upon request.
- If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your Convention Services Manager for paid parking dates.
- LVCVA Management will determine the number of parking spaces and location within the controlled parking area for Show Management. A reasonable number of parking passes that allow access or egress for paid parking spaces will be given to Show Management. The LVCVA will provide adequate signage to reserve the spaces.

### **❖ RULES AND REGULATIONS**

- All parking attendants and traffic control personnel will be provided by LVCVA for standard traffic patterns.
- Parking is prohibited at all loading docks, dumpsters, compactors, entrances to buildings, along drives, crosswalks, hashed-out areas, fire hydrants, building perimeter red-lined areas, spaces posted with signs, red curbs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times.
- No shuttle bus/truck staging with long term engine idling is permitted along the South Drive or North Road at any point.
- Service contractor trailer storage in any parking lot is prohibited without the prior approval of the Director of Convention Services and the Convention Services Manager.
- When lot usage is for parking, a minimum number of ADA accessible parking spaces will remain and be determined by LVCVA management with traffic control personnel provided by the LVCVA.
- Individuals with special parking situations or concerns should inquire at the Traffic Operations Office for assistance at (702) 892-7415.



**SUPERVISORY PERSONNEL REQUIREMENTS  
LAS VEGAS CONVENTION & VISITORS AUTHORITY**

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.

1. Certificates of Insurance:

- Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com).
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

Name of Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date \_\_\_\_\_

Web Address: \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax \_\_\_\_\_

3. Convention to be attended: \_\_\_\_\_

4. Dates staff will attend show: \_\_\_\_\_

5. Attending employees' names: \_\_\_\_\_

6. Company providing installation labor: \_\_\_\_\_

City: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

(Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

**THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2915**



## VEHICLES

- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- Vehicles on display
  - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less.
  - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
  - External chargers or batteries are recommended for demonstration purposes.
  - No battery charging is permitted inside the building. (Including pallet jacks)
  - Combustible/flammable materials must not be stored beneath display vehicles.
  - Fueling or de-fueling of vehicles is prohibited
  - Vehicles shall not be moved during exhibit hours.
  - 36" of clear access or aisles must be maintained around the vehicle.
  - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
  - No leaks underneath vehicles.





# Internet/Network Order Form

Phone: **855-519-2624** – Fax: 702-920-8255

ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net) or EMAIL: [orders@coxlvcc.com](mailto:orders@coxlvcc.com)



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<b>Event Name:</b>	<b>Company Name:</b>
<b>Event Start Date:</b> /      /	<b>Billing Name:</b>
<b>Event End Date:</b> /      /	<b>Billing Address:</b>
<b>Booth/Room #:</b>	<b>Billing Address:</b>
<b>On-Site Contact:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>
<b>Cell #:</b>	<b>Country:</b>
<b>Email Address:</b>	<b>Phone #:</b>

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 21 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

Internet/Network Services	Quantity	Price	Total
<b>Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products</b>			
<b>Business Starter: Up to 3 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses.		\$745.00	
<b>Business Select: Up to 10 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses.		\$995.00	
<b>Business Professional: Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses.		\$1,495.00	
<b>Dedicated Bandwidth Services</b>			
<b>Business Starter Plus: 3 Mbps</b> Single drop with 3 public IP addresses. No additional IP addresses allowed		\$3,500.00	
<b>Business Select Plus: 10 Mbps</b> Single drop with 3 public IP addresses. Order up to 10 total IP addresses.		\$6,100.00	
<b>Business Professional Plus: 25 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		\$14,300.00	
<b>Business Professional Plus: 50 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		\$26,500.00	
<b>Business Professional Plus: 100 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		\$45,000.00	
<b>High Bandwidth Internet speeds from 200 Mbps up to 10 Gbps are available</b>		Call for pricing	

Additional Products and Services	Quantity	Price	Total
<b>Patch cables</b> - Ethernet Cat 5 Cable		\$80.00 each	
<b>Switch rental</b> - Up to 24 port (10/100 unmanaged)		\$220.00 each	
<b>Additional IP address</b>		\$164.00 each	
<b>Additional Locations</b> - Additional drop for dedicated bandwidth products only		\$795.00 each	
<b>Labor/Floor work</b>		\$75.00/hour	

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**Sub-Total**  
**20% Early Ordering Discount** (if applicable)  
**20% Expedited Fee** (if applicable)  
**Estimated Taxes and Fees**  
**Grand Total**

## Customer Acceptance of Terms and Conditions.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer – Print Authorized Name	Customer – Authorized Signature	Date

**Payment Type:** Please select one. Credit card payments appear as "Cox Communications" on monthly statements.  
Checks must be received at least 21 days prior to the listed first day of the event

☐ **Check** Payable to: **Cox Business** (Checks must be received at least 21 days prior to the first day of the event.)

Mail to: ATTN: **Advanced Convention Services (LVCC), Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106**

Credit Card: ☐ AMEX ☐ MC ☐ VISA Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
(3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

<input type="text"/>	<input type="text"/>
Card Holder Name (print)	Card Holder Name (signature)

**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

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

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

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

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

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

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

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

**11. INDEMNITY** Both parties shall indemnify and hold each other and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of each parties use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

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

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

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

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

# Lead Management Order Form

**International Window Coverings Expo Vision '16** January 19 - 21, 2016 ▪ Las Vegas, Nevada

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 11/16/15	from 11/17/15 to 12/1/15	after 12/1/15	number of units	sub total	TOTAL
<b>SWAP® "3 Pack"</b> One license and three activations.	Included	Included	Included		\$ 0	
<b>Additional SWAP Activations</b> Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event. SWAP Total					\$	
<b>Optium™ RT2000</b> Includes Optional Custom Survey	\$470	\$545	\$575		\$	
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$100	\$125		\$	
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$	
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$	
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$	
<b>See page 2 for system descriptions and requirements.</b>						
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services as this event deploys a QR code on the badge containing limited data. Pulling attendee data directly from the badge will not work.						
Sub-Total					\$	
8.1% Sales Tax					\$	
Processing Fee * (Applicable to phone or faxed orders)					\$ 9.99	
<b>Total</b>					\$	

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.

\* **Processing Fee** is waived when order is placed online.

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

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

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

## For Assistance Contact:

Ann Cusimano

**P:** 866.297.5247

**E:** [ann.cusimano@experient-inc.com](mailto:ann.cusimano@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*

Product Features & Options	SWAP	RT2000 (Optional Printer)	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	✓	✓	✓	*
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

- 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

- 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

- 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

- 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





# Voice and Video Order Form

Phone: **855-519-2624** – Fax: 702-920-8255

ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net) or EMAIL: [orders@coxlvcc.com](mailto:orders@coxlvcc.com)



Updated 10/16/14 – Page 1 of 3

<b>Event Name:</b> _____	<b>Company Name:</b> _____
<b>Event Start Date:</b> /     /	<b>Billing Name:</b> _____
<b>Event End Date:</b> /     /	<b>Billing Address:</b> _____
<b>Booth/Room #:</b> _____	<b>Billing Address:</b> _____
<b>On-Site Contact:</b> _____	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Cell #:</b> _____	<b>Country:</b> _____
<b>Email Address:</b> _____	<b>Phone #:</b> _____

Cox Business has a full list of products beyond the services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 21 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

VOICE Services	Quantity	Price	Total
<b>Phone System Services (Dial '9' for outside call)</b>			
Single Line (No phone set)		\$345.00	
Single Line with phone set (Long Distance rates will apply)		\$345.00	
Multi-Line: One line with one roll-over line and handset		\$490.00	
<b>Phone System Services (Direct Dial)</b>			
Single Line no features		\$490.00	
Single Line with Feature Package, Voicemail, and Unlimited Domestic LD		\$500.00	
Single Line with Polycom Speakerphone		\$550.00	
<b>Demarc Extension Services</b>			
Dry Pair Demarc Extension (non-DSL)		\$250.00	
ISDN BRI circuit extension from Demarc to Booth		\$500.00	

VIDEO Services	Quantity	Price	Total
<b>Analog</b> (Channels 3 - 64, 95; excluding 4, 40 & 48)			
Entire Show (First outlet only, up to 5 days)		\$415.00	
Additional Analog Outlets (2 or more)		\$140.00 each	
<b>MATV Service</b> (Channels 3 - 64, 95; excluding 4, 40 & 48)			
Entire Show (First outlet only, up to 5 days)		\$415.00	
Additional Analog Outlets (2 or more)		\$140.00 each	
<b>Digital or HDTV Service</b> (All channels, excluding Premium and International)			
Entire Show (First outlet only, up to 5 days)		\$525.00	
Additional Digital/HD outlets (2 or more)		\$330.00 each	

Additional Services	Quantity	Price	Total
Labor/Floor work		\$75.00/hour	

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**Sub-Total** \_\_\_\_\_  
**20% Early Ordering Discount** (if applicable) \_\_\_\_\_  
**20% Expedited Fee** (if applicable) \_\_\_\_\_  
**Estimated Taxes and Fees** \_\_\_\_\_  
**Grand Total** \_\_\_\_\_

## Customer Acceptance of Terms and Conditions.

_____	_____	_____
Customer – Print Authorized Name	Customer – Authorized Signature	Date

**Payment Type:** Please select one. Credit card payments appear as "Cox Communications" on monthly statements.  
Checks must be received at least 21 days prior to the listed first day of the event

☐ **Check** Payable to: **Cox Business** (Checks must be received at least 21 days prior to the first day of the event.)

Mail to: ATTN: **Advanced Convention Services (LVCC), Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106**

Credit Card: ☐ AMEX ☐ MC ☐ VISA Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ (3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

_____	_____
Card Holder Name (print)	Card Holder Name (signature)

### Booth Diagram Information - Voice and Video

Please indicate on the grid, the location of your Voice and Video drop(s).  
If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_



## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

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

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

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

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

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

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

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

**11. INDEMNITY** Both parties shall indemnify and hold each other and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of each parties use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

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

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

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

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



# Wi-Fi Hotspot Order Form

Phone: 855-519-2624 – Fax: 702-920-8255

ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net) or EMAIL: [orders@coxlvcc.com](mailto:orders@coxlvcc.com)



Updated 10/16/14 – Page 1 of 2

<b>Event Name:</b>	<b>Company Name:</b>
<b>Event Start Date:</b> /     /	<b>Billing Name:</b>
<b>Event End Date:</b> /     /	<b>Billing Address:</b>
<b>Booth/Room #:</b>	<b>Billing Address:</b>
<b>On-Site Contact:</b>	<b>City:</b> <b>State:</b> <b>Zip:</b>
<b>Cell #:</b>	<b>Country:</b>
<b>Email Address:</b>	<b>Phone #:</b>

Cox Business has a full list of products beyond the Wi-Fi Hotspot packages listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 21 days prior to the listed event start date.**  
**A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

Wi-Fi Hotspots	Quantity	1.5 Mbps	3.0 Mbps	Total
Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.				
Wi-Fi Hotspot: Up to 10 Users		\$2,200.00	\$2,800.00	
Wi-Fi Hotspot: Up to 25 Users		\$3,200.00	\$4,000.00	
Wi-Fi Hotspot: Up to 50 Users		\$4,500.00	\$5,500.00	
*Wi-Fi Hotspot: Up to 100 Users		\$6,800.00	\$8,500.00	
*Additional block of 50 users (Available only with Wi-Fi Hotspot: Up to 100 Users)		\$3,000.00	\$3,750.00	
Splash Page with sponsor logo (Splash page template provided by Cox Business)		\$2,500.00	\$2,500.00	
Redirect Landing Page (Customer specified URL)		\$2,500.00	\$2,500.00	

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

**Sub-Total**  
**20% Early Ordering Discount** (if applicable)  
**20% Expedited Fee** (if applicable)  
**Estimated Taxes and Fees**  
**Grand Total**


## Customer SSID and Password

<input type="text"/>	<input type="text"/>
Customer SSID	Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

## Customer Acceptance of Terms and Conditions.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer – Print Authorized Name	Customer – Authorized Signature	Date

**Payment Type:** Please select one. Credit card payments appear as "Cox Communications" on monthly statements.  
Checks must be received at least 21 days prior to the listed first day of the event

☐ **Check** Payable to: **Cox Business** (Checks must be received at least 21 days prior to the first day of the event.)

Mail to: **ATTN: Advanced Convention Services (LVCC), Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106**

Credit Card: ☐ AMEX ☐ MC ☐ VISA Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ (3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

<input type="text"/>	<input type="text"/>
Card Holder Name (print)	Card Holder Name (signature)

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

**11. INDEMNITY** Both parties shall indemnify and hold each other and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of each parties use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

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

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

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

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.