

EXHIBITOR MANUAL



SHOW: JANUARY 17-19, 2015
MOVE IN: JANUARY 15-16, 2015

BOSTON CONVENTION & EXHIBITION CENTER
BOSTON, MASSACHUSETTS
415 SUMMER STREET
Boston, MA 02210
www.BostonRVExpo.com

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Corporate Office of the Boston RV & Camping Expo

Paragon Group, Inc., 197 First Ave., Suite 150, Needham, MA 02494

Phone: 781-237-5533 • 800-258-8912

Show Website: www.bostonrvexpo.com

STAFF LIST

Contact	For questions regarding	Phone Number	Email
Rich Casey	Sales & Ops/Show Manager	781-237-5533 x107 339-222-7522 Onsite	rcasey@paragonexpo.com
Carolyn Weston	Show Director	781-237-5533 x108 508-561-6243 Onsite	cweston@paragonexpo.com
Peg Rose	Invoicing/Booth Payment	781-237-5533 x103	prose@paragonexpo.com
Barbara Pudney	Advertising/Marketing	781-237-5533 x104	bpudney@paragonexpo.com

SHOW DATES & HOURS:

Saturday, January 17	10:00 AM-9:00 PM
(Exhibitor Access 8:00 AM-9:30 PM)	
Sunday, January 18	10:00 AM-7:00 PM
(Exhibitor Access 8:00 AM-7:30 PM)	
Monday, January 19	10:00 AM-6:00 PM
(Exhibitor Access 8:00 AM-10:00 PM)	

FACILITY INFORMATION:

Boston Convention and Exhibition Center

415 Summer Street, Boston, MA 02210; Phone: 617-954-2230 BCEC Customer Service Center

Email: exhibitorservices@signatureboston.com

Website: www.signatureboston.com

DECORATOR SERVICES:**Freeman**

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

Freeman provides all freight services both inbound and outbound following the show. They provide rental of tables and chairs. These services can be ordered online on the Freeman site using this link. www.freemanco.com. Discount order deadline is Friday, December 26, 2014.

EVENT SERVICES:

Internet/Telephone/Electrical: Telecommunications and electrical services can be ordered through the Boston Convention & Exhibition Center Customer Service Center at 617-954-2230 or by accessing their website, www.signatureboston.com.

Discount order deadline is Friday, December 26, 2014.

Electrical service boxes are located on 30 ft centers in almost every booth. Power will be live when you arrive if pre ordered. Electrical hook up is at your cost/option.

SHOW OFFICE:

Thursday, January 15 – Tuesday, January 20, 2015

The show office will be located in the show lobby to left of the escalators and the ticket windows as you face the entrance to the show. Show management personnel will be available to help you in any way. If there is no one in the Show Office, staff can be found at the Exhibitor Registration Counter. Show Office telephone number is 781-336-9532. If you need assistance during move in with any logistical issues, the best person to call is Show Manager Rich Casey on his cell phone at 339-222-7522.

EXHIBITOR SALES TAX REQUIREMENTS:**Direct Sales**

All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number if a business, or Social Security number if an individual, to Show Management prior to setting up at the show. The Massachusetts Department of Revenue requires that Show Management maintain a complete file of the information for any exhibitor selling product/merchandise or services on the show floor. That number required is simply the number you or your company uses to file Massachusetts or Federal Income tax. Exhibitors will not be allowed to move in until this number is filed with Show Management. All vendors displaying for sale tangible personal property subject to tax at the Show must comply with the State's guidelines. A Vendor Registration Certificate (Form TA-1) must be obtained. The following link may be used to file the application online. <https://wfb.dor.state.ma.us/webfile/business/Public/Webforms/Login/Login.aspx>.

The responsibility to comply with state codes is yours. The state accepts online registrations only.

NO SMOKING POLICY:

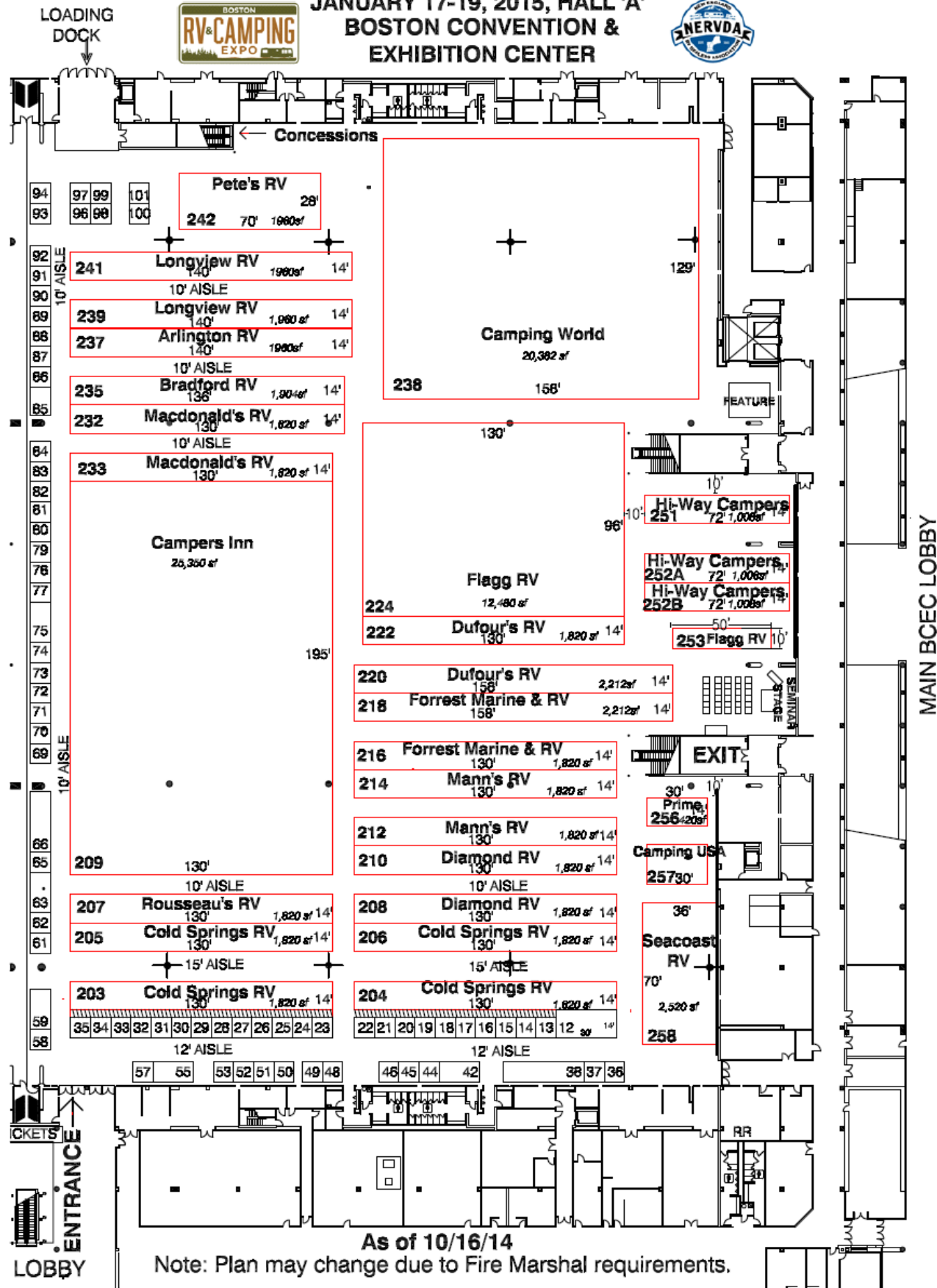
Smoking is prohibited in the Boston Convention & Exhibition Center.

FOOD:

Food is available at concession stands throughout the building and at nearby restaurants within walking distance. See show office for additional information.

2015 BOSTON RV & CAMPING EXPO

JANUARY 17-19, 2015, HALL 'A'
BOSTON CONVENTION & EXHIBITION CENTER



RV DEALER (BULK SPACE) MOVE IN

RV VEHICLE MOVE-IN DATES & TIMES:

Thursday, January 15 & Friday, January 16, 2015

8:00 AM-10:00 PM

NOTE YOUR SPECIFIC VEHICLE MOVE-IN ZONE ON FOLLOWING PAGES.

All vehicles must be cleaned/in place/hooked up by 5:00 PM Friday.

Marshaling/Staging:

There are 3 parking areas. Please note they are NOT all available to start using at the same time. We need to follow instructions to keep in the good graces of the BCEC. They have strict policies to maintain order. **IMPORTANT: Every RV staged must have your company name on it.** Please place 8.5" x 11" sheet with name printed on it in driver window.

We have provided a location map to help you.

MARSHALING LOT A - AVAILABLE MON, JAN 12

This lot is 125' deep and 300' wide. We need to control space to stage about 70 units. If you are staging 9 units, make 3 rows with units no more than 5' between. Stage 3 deep. (Back of one trailer dropped no more than a couple feet in front of the tongue of another.) Leave up to 5' of space in rows between trailers. That should be enough to allow having them pre-washed before move-in as well as for maneuvering them. Based upon the size of your trailers, if you can fit 4 in a row, great! Every space savings will help.

Do not park/stage your RV blocking other dealers. LEAVE ROOM TO MANEUVER.

Stage units right to left. Do not just drop a unit anywhere! If one dealer has started a row and just has one parked so far, just drop your trailer about 5' from the side of theirs. It is okay that not all your units will be staged together, just stage them in each row back to back.

MARSHALING LOT B – AVAILABLE TUES, JAN 13

This lot is 200' deep by about 625'. At a minimum, we can stack at least 4, if not 5, in some cases.

Please use the same rules as above for LOT A. Start staging from left and fill toward the right.

LOADING DOCK STAGING – THREE SPECIFIC DEALERS ONLY

The first dealers to move in on Thursday AM will be Cold Springs, Diamond and Rousseau's. To set a good pace and get a fast start, only these three dealers can stage units Wednesday in the Dock area starting from the section directly across from the ramp into Hall A. Please note that there will be a security guard who will require your drivers show passes which Paragon will be sending you. Please use the actual docks, backing units to the docks. Use the space along the fence but leave space to travel directly through to Hall A Entrance.

The goal is to have many of the units that will be moved into rows 203-210 available to be moved directly into the Hall without delay. Some of these units might be staged elsewhere

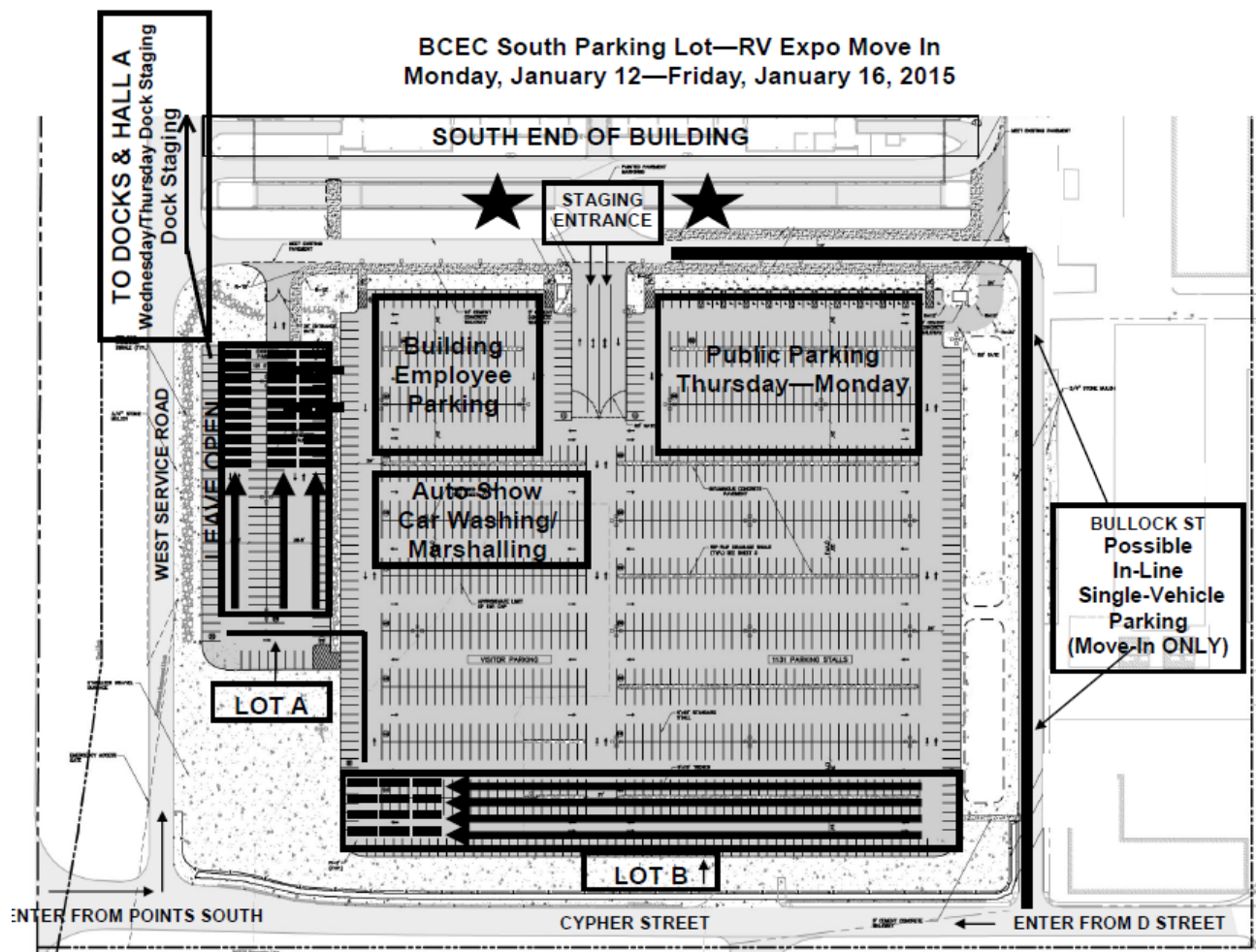
on Monday & Tuesday and then move over during the day on Wednesday. Other dealers moving in on Thursday can drop units into available dock spacing during the day on Thursday.

MacDonalds RV is one of the first dealers to move in on Friday AM. We would like them to stage units on Friday in available Dock space to facilitate the Friday move in. All of Zone 6 will follow with Peter's RV being last in.

Building Entry:

All vehicles will enter Hall A of the BCEC through the rear dock area. Each driver will be required to obtain a BCEC issued badge at the guard shack at the rear dock entrance. A valid driver's license is required. A badge will be issued and your license plate will be recorded. An exhibitor badge issued by Show Management will speed the process. Ten (10) badges along with specific instructions will be mailed to RV exhibitors prior to the Show. All exhibitors are expected to have their vehicles or products delivered at the time noted in the section following. Those missing their assigned time will go to the back of the queue. Accessory exhibitors will be issued 4 passes. These rules apply to vehicles required to remove vehicles on the move-out as well. Accessory 10' x 10' vendors must follow the same in and out procedures.

RV EXPO MARSHALLING LOT PLAN



MOVE IN DAY 1:
THURSDAY, JANUARY 15

[illegible][illegible]

MOVE IN DAY 2:
FRIDAY, JANUARY 16

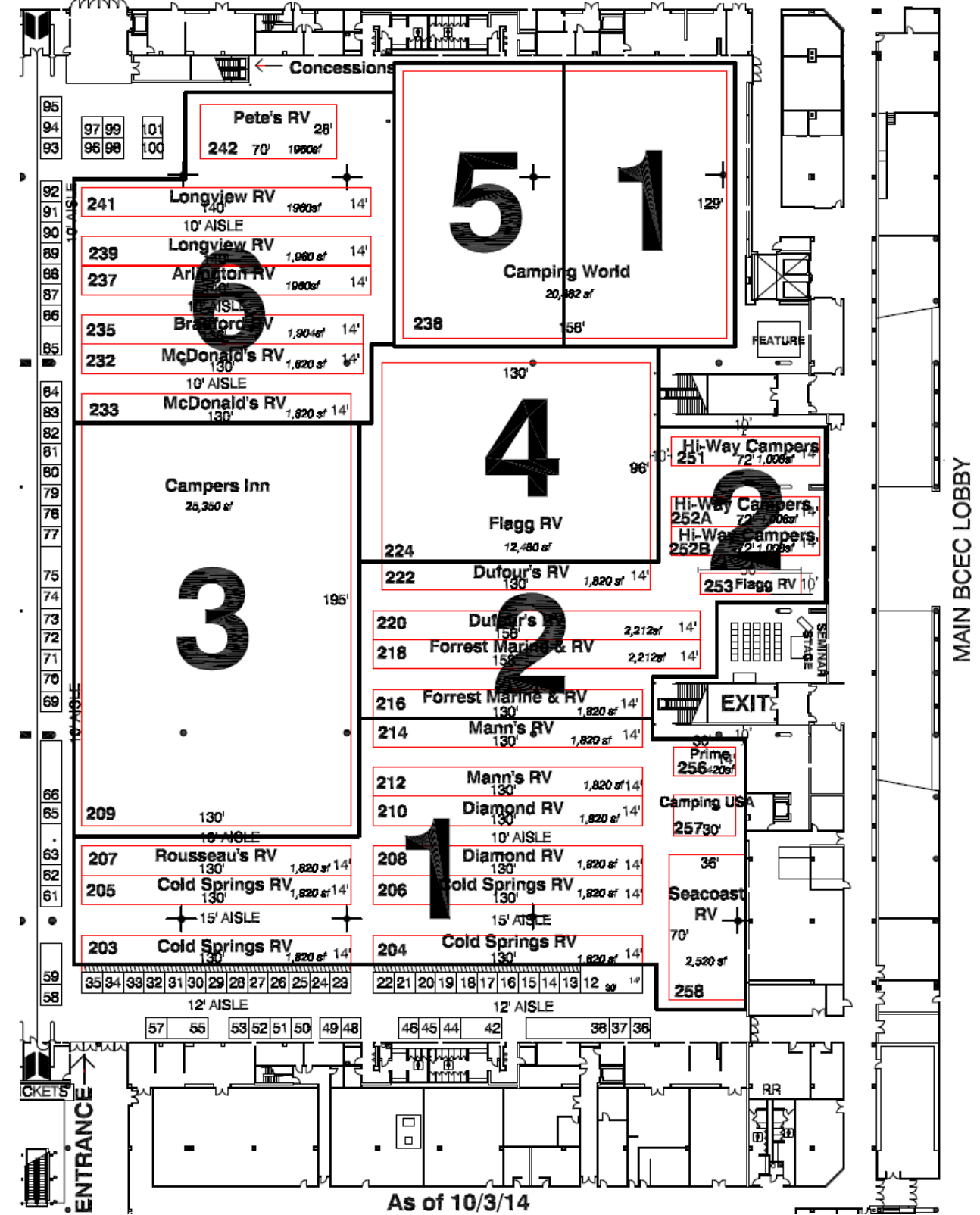
[illegible][illegible]

ZONE 6			MOVE	ROW
MCDONALDS RV			1:00 PM	232
				233
BRADFORD RV			2:00 PM	235
ARLINGTON RV			2:00 PM	237
LONGVIEW RV			3:00 PM	239
				241
PETE'S RV			3:00 PM	242

RV EXPO MOVE-IN ZONE FLOOR PLAN

2015 BOSTON RV & CAMPING EXPO

JANUARY 17-19, 2015, HALL 'A'
BOSTON CONVENTION & EXHIBITION CENTER



RV EXPO MOVE-IN SCHEDULE ALPHA BY EXHIBITOR NAME

COMPANY	ROWS	ZONE	DAY	TIME
Arlington RV	237	6	FRIDAY	2:00 PM
Bradford RV	235	6	FRIDAY	2:00 PM
Campers Inn	209	3	THURSDAY	10:00 AM
Camping USA	257	1	THURSDAY	8:00 AM
Camping World (Right Half)	Right Half of 238	1	THURSDAY	10:00 AM
Camping World (Left Half)	Left Half of 238	5	FRIDAY	11:00 AM
Cold Springs RV	203, 204, 205, 206	1	THURSDAY	8:00 AM
Diamond RV	208, 210	1	THURSDAY	9:00 AM
Dufour's RV Center	220, 222	2	THURSDAY	11:00 AM
Flagg RV	224	4	FRIDAY	9:00 AM
Flagg RV	253	2	THURSDAY	10:00 AM
Forrest Marine & RV Center	216, 218	2	THURSDAY	10:00 AM
Hi-Way Campers	251, 252A, 252B	2	THURSDAY	10:00 AM
Longview RV	239, 241	6	FRIDAY	3:00 PM
Manns RV	212, 214	1	THURSDAY	10:00 AM
McDonalds RV	232, 233	6	FRIDAY	1:00 PM
Pete's RV Center	242	6	FRIDAY	3:00 PM
Prime Motor Car	256	1	THURSDAY	8:00 AM
Rousseau's RV Center	207	1	THURSDAY	8:00 AM
Seacoast RV	258	1	THURSDAY	8:00 AM

VEHICLE CLEANING

Power washing or other cleaning of vehicles may begin Wednesday, January 14 on the BCEC Marshaling Lot. To make arrangements, please contact Jeff Coyne at Brite Start Mobile Detailing at 617-775-2446. The pricing is \$25 per vehicle regardless of size and will include both a power wash and brush scrub (weather permitting). An extra charge will be made if snow removal from roofs is required.

All vehicles must be show ready by Friday, January 16 at 5:00 PM.

CAMPGROUNDS & ALLIED BOOTH EXHIBITORS MOVE-IN

CAMPGROUNDS & ALLIED BOOTH EXHIBITORS MOVE-IN DATE & TIMES:

Friday, January 16, 2015

8:00 AM-5:00 PM

NOTE YOUR SPECIFIC VEHICLE MOVE-IN TIME BELOW.

10'x10' booth exhibitors will move in on Friday and go through the same badging as noted above. Vehicles delivering goods will be mixed with the RVs entering so care is advised to keep your POV or delivery vehicles clear of the RV space. Vehicles will report directly to the marshaling lot behind the BCEC.

Upon entering the hall, please unload all booth materials before setting up your booth. Vehicles must then leave the hall and be moved to the parking lot to allow others room to enter. You may then re-enter the BCEC and begin installation of your exhibit. Time-in will be noted on the vehicle.

Any exhibitor using large trucks or trailers for merchandise delivery may have early access by contacting Rich Casey with Show Management.

All delivery vehicles must be removed from the show floor by 5:00 PM, Friday, January 16.

THURSDAY, JANUARY 15 - LARGE CAMPGROUNDS/ALLIED EXHIBITORS

(Those requiring a bit of extra time)

7:00 AM Booths 66-68 - Silver Top Mfg. and Booths 38-41 - Outdoor Comfort Center

8:00 AM Booth 12 - South Shore Tent Trailer

FRIDAY, JANUARY 16 - CAMPGROUNDS/ALLIED EXHIBITORS

8:00 AM Booths 12-57

10:00 AM Booths 58--All remaining booths

VEHICLE MOVE OUT:

Monday, January 19

6:15 PM – 11:00 PM on show close

Tuesday, January 20

8:00 AM – 5:00 PM

Vehicle move-out will begin at approximately 6:15 PM Monday and will continue through Tuesday. All vehicles must be removed from the BCEC parking lot by 5:00 PM Tuesday. Vehicles may be staged on the parking lot for removal. No vehicles are allowed to stay overnight on the parking lot, a rule which is seriously enforced. Please note that the Auto Show will also be moving out at the same time.

***NOTE:** 10 x 10 booth exhibitors will not be permitted to drive a vehicle into the building or into the loading dock area until the booth has been completely packed up and is ready to load into the vehicle. Show Management will supply an exit pass on request when packed.

Early packing up and moving out is strictly prohibited! It is unfair to the attendees who come to the Show on Monday only to discover that some of the exhibits have already packed up and are

ready to leave. Any exhibit which breaks down early will be penalized (i.e. loss of exhibit space location on the following year's show). Should you proceed to break down early, your booth name/number will be noted and you will be penalized by booth location in the following show.

PARKING AT THE BCEC:

Parking during move-in is \$15.00 per day, no in/out privileges, (\$30.00 for oversized vehicles) payable at the gate. Exhibitor parking passes that offer in/out privileges are available to order in advance on the exhibitor online ordering website: www.signatureboston.com or by calling the BCEC Customer Service Center at 617-954-2230. Discounts are available.

Parking passes with in/out privileges will also be sold onsite during the move-in period only. Attendee parking is available in the South Parking Lot located behind the building. A free shuttle to the show entrance is available during show hours and for one hour after show close.

The South Parking Lot will fill up rapidly on Show days. When this lot fills you may be directed to satellite lots. A shuttle is available but these lots may have an additional charge above the \$15.00 for long term exhibitor stay. Other parking lots are close by but you should dress appropriately for the weather.

Alternate parking directions and maps in the Seaport area can be found on the Massachusetts Convention Center Authority (BCEC) web site using this link:

<http://www.signatureboston.com/boston/maps-and-directions.aspx> or on the show web site, www.BostonRVExpo.com, under the Show Info tab.

PUBLIC TRANSPORTATION:

The MBTA Silver Line Waterfront (SL1) stop is one block from show site.

DIRECTIONS:

FROM Logan International Airport and Route 1A South: Follow the signs towards "I-90 West"-Ted Williams Tunnel. Take I-90 West/Ted Williams Tunnel to Exit 25, "South Boston". At the top of the ramp take a right onto Congress Street. Take the next right onto D Street. After the highway ramp, turn right onto Summer Street. Turn left at the first light (World Trade Center Avenue) toward the BCEC. You will immediately see the valet area on your right hand side. To access the self parking lot, drive past the valet area and between the Westin Hotel and the BCEC, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking Lot in front of you.

FROM Western Massachusetts via Massachusetts Turnpike: Follow the Massachusetts Turnpike /I-90 East to Exit 25, "South Boston". At the top of the ramp, bear left towards "Seaport Boulevard". At the first set of lights, take a right onto Congress Street. Take the second right onto D Street. After the highway ramp, turn right onto Summer Street. Turn left toward the BCEC at the first light (World Trade Center Avenue). You will immediately see the valet area on your right hand side. To access the self-parking lot, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking Lot in front of you.

FROM Points South via I-93 (passenger vehicles ONLY): Take I-93 North to Exit 20 (immediately after Exit 18). Follow the signs to "I-90 East". Take the first tunnel exit to "South Boston". At the first set of lights, take a right onto Congress Street. Take the second right onto D Street. After the highway ramp, turn right onto Summer Street. Turn left at the first light (World Trade Center Avenue) toward the BCEC. You will immediately see the valet area on your right hand side. To access the self-parking lot, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking Lot in front of you.

FROM Points North via I-93: Take I-93 South to Exit 20A, “South Station”. At the end of the ramp take a left onto Summer Street at South Station. Follow Summer Street for approximately 1 mile, and the BCEC will be on your right hand side. Turn right at the second entrance to the BCEC (World Trade Center Avenue). You will immediately see the valet area on your right hand side. To access the self-parking lot, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking Lot in front of you.

HOTEL SUGGESTIONS:

Seaport Hotel

200 Seaport Lane, Boston, 877-732-7678, two blocks from BCEC

Renaissance Waterfront Boston Hotel

606 Congress Street, Boston, 877-513-6305, five blocks from BCEC

Doubletree Club Hotel at Bayside

240 Mount Vernon Street, Boston, 1-800-222-8733, 3 miles south of BCEC

Ramada Inn

800 Morrissey Blvd, Boston, 617-287-9100, 4 miles south of BCEC

Best Western Adams Inn

29 Hancock Street, Quincy, MA, 617-328-1500, 6 miles south of BCEC

DISPLAY POLICY AND REGULATIONS:

Display Guidelines (Enforced)

Paragon Group enforces display regulations that we believe provide each exhibitor an equal opportunity to make the most effective use of their space without infringing on the rights of your neighbors. The foundation upon which all show management display rules are based is the following:

“All exhibitors, regardless of size or location, will be given an equal opportunity, within the bounds of common sense and professional courtesy, to exhibit their product(s) or service(s) in the most effective manner to the attendees.”

Remember that you are our customers, and we want you to be successful. But with rights come responsibilities. The exhibitor’s responsibility can best be summed up as:

“Be a Good Neighbor”

Please review the rules and regulations outlined in the following pages. Each section begins with the actual rule and guideline and is followed by the intent that is of major importance.

Booth Standards

- Handwritten signage is not permitted
- All product(s) should be professionally displayed, (i.e., no corrugated boxes or displaying of product(s) in the aisles outside the exhibit
- No distribution of literature outside of exhibit – aisles, hallways, entrance areas, etc.
- Floor covering highly recommended

EXHIBITOR INFORMATION

Booth Display

The Boston RV & Camping Expo provides a basic booth for each exhibitor renting a non-bulk space, which consists of an 8' high back wall, 3' high side rails with dark green and white drape and a 7"x44" identification sign. If you desire carpeting or other booth accessories, the Show decorator, Freeman, has various selections listed on the enclosed forms.

Advance Orders (Due by December 26, 2014 to receive discounts)

Plan ahead. It is always best to order services and/or furnishings in advance of the Show. Orders placed on-site are generally 30% higher in costs and processed after the advance orders. Therefore, to save time and money, order early. See the enclosed checklist to assist you with the ordering of services. Forms are included for those services requiring paperwork. If you have any questions, call Donna Greenwood at Freeman directly at 508-894-5016.

Insurance

You are responsible for the space allotted to you. Consequently, be sure to have all insurance certificates in force and updated to cover the dates of the Show for your protection. It is very easy for most insurance companies to add a binder to your policy for the run of the Show. If there are damages to the building, or its property, attributable to you, it is your responsibility to reimburse the Boston Convention & Exhibition Center. Paragon requires no special insurance if the agreement for space rental is completed and received by Paragon Group.

Telephone

Phones are available from the BCEC at \$287/\$358 each. We highly recommend cell phone use.

Audio-Visual & Signage Restrictions

Exhibit booth signs, banners, booth ceilings or canopies, or other exhibit related equipment should be free standing and floor supported. Eight of such equipment may not exceed 20' from the floor. Attachment to exhibit hall ceiling beams or trusses is permitted only with Show Management approval and can only be hung by the official show rigging contractor and at the exhibitor's expense. Request for approval of hanging signs and banners must be submitted to Paragon Group by December 19, 2014. The request must include a description or drawing of the sign/banner, proposed method of installation, location of hanging points, and total weight. Paragon Group reserves the right to refuse the hanging of such equipment if it is deemed to compromise the overall aesthetic of the show floor.

Blocking Exhibits

All exhibits must be constructed so that they do not block another exhibit. Show Management may require an exhibitor to make changes in their exhibit if, in Management's opinion, the exhibit interferes with the rights of other exhibitors.

Sound Level

Sound level of presentations must be maintained at a reasonable level and must not interfere with neighboring exhibits. Show Management reserves the right to determine the acceptable sound level in all such instances. Maximum sound levels should be no more than 75 decibels.

EXHIBITOR SECURITY ADVISORY:

Here are some security recommendations while at the Show.

Arrival of Exhibit Material at Show

It is recommended that adequate personnel be present at your booth to receive shipments and take inventory.

Remember that merchandise shipped in advance to official drayage contractor, Freeman Decorating, will generally arrive in your booth on the first day of installation.

If you are shipping merchandise directly to the BCEC via UPS, Federal Express, etc. you must be present when the shipment arrives to sign for it. If your personnel cannot be on site to receive the shipment, Freeman Decorating, the Show Drayage/Decorator will sign for it, but you can expect a delivery fee from Freeman.

Installation

While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made, i.e., chaining of items, show cases, covering with tarps and locking containers.

Private security guards are also available on a rental basis from the security service contractor.

Show Hours

Booth personnel should be in attendance at least 30 minutes prior to official Show opening and should remain during all Show hours. Booth personnel will not be allowed in before one (1) hour prior to official opening and should remain during all Show hours. Early entrance may be approved by request of Show Management.

Special safeguards should be exercised with regard to personal items such as handbags, wallets, coats and backpacks.

At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening.

Exhibitors who wish to remove any significant merchandise such as TVs etc .from the Exhibit Hall during Show Hours must obtain a "Merchandise Pass-Out " form from the show office and must surrender this form to the security guard at the point of exit from the building. This is for your protection.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.

Paragon Group, Inc. assumes no liability or responsibility for any loss, damage or theft.

Dismantling Period

Dismantling and/or merchandise removal cannot begin prior to the official closing of the Show on Monday at 6:15 PM.

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate to be shipped by Freeman must be properly labeled or tagged for shipment. If you are expecting a pick up on Monday by common carrier or express delivery, see the Freeman Service Desk for details.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.

Show Management assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide for their own product security and insurance coverage.

SERVICE ORDER FORMS

Electrical, telephone & internet service order forms for the BCEC can be found in the BCEC Exhibitor Services Manual.

Please go to www.signatureboston.com to order. Online orders may be paid by credit card. Mail in orders should be paid by check.

Forklift services, tables and chairs, labor and freight services should be ordered through Freeman at www.freemanco.com or call customer service at 1-888-508-5054.

IMPORTANT BULLETIN:

PERFORMANCE OF MUSIC AT BOSTON RV & CAMPING EXPO

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner as shown below.

The licensing requirements include the playing of live as well as recorded music, whether it is the essence of the presentation or is used only as background, on a videotape or other presentation.

ASCAP
3350 Cumberland Circle
Suite 1890
Atlanta, GA 30339
800/505-4052

BMI
10 Music Square East
Nashville, TN 37203
800/326-4264

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for the Boston RV & Camping Expo.

Please take a few minutes to ensure a hassle free event by acquiring proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately.

Thank You.

Show Management

FIRE PREVENTION INFORMATION:

1. **Smoking is prohibited in the Boston Convention & Exhibition Center.**
2. All exits and emergency exits must be kept clear. No partial blocking will be permitted.
3. All fire alarm pull stations must be kept clear.
4. Fire extinguishers may not be covered over by any drapes or hidden by any type of displays.
5. No motorized vehicles may contain more than one quarter (1/8) tank of fuel while on display. Locked or taped gas caps are required.
6. All pressurized fuel tanks or gas cylinders must be drained. (Propane etc.)
7. All fuel fills must be locked, and all fuel caps must be locked or taped closed with duct tape.
8. Any live trees or shrubbery are acceptable as long as the shrubbery is potted or root balls are covered with burlap or suitable material or potted.
9. Artificial trees and shrubbery must be treated with a flame proofing material. Certification of flame proofing may be requested by the fire official.
10. Any type of mulch material must be treated with a flame proofing material, or watered daily. If treated with a flame proofing material, certification may be requested by the fire official.
11. No open flames, fires, burning of any kind will be permitted within the complex.
12. The Fire Prevention Code of the City of Boston will be strictly enforced.

NOTE: If you have any questions concerning the above fire regulations, please contact Show Management.

FIRE REGULATIONS:

1. A. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior wrapping paper (which must be flameproof), are to be removed from the floor and must not be stored under tables, behind displays, or in cabinets. All muslin, velvet, silken, or any other cloth decoration must stand a flameproof test as prescribed by fire ordinance of the City of Boston. If an exhibitor uses his own cloth for decoration purposes, he must have a certified affidavit which states that material in question is flameproof. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without permission. Combustible materials found in exhibit areas will be removed.

B. Use of foam cellular plastic core panel boards with combustible coverings is prohibited.
2. No obstructions shall be placed in any aisles, passageways, lobbies, or exits leading to any fire extinguisher appliances.
3. Direct passageways leading to fire alarm telegraph communications must be maintained free of any obstructions.
4. Station competent persons to see that all aisles, passageways, and means of egress are free and clear of obstructions.
5. Instructions from the Inspector of the Fire Department must be followed in detail.
6. No system of refrigeration shall be installed or taken into premises until a permit is procured from the Division of Combustibles, Fire Department.
7. No article of dangerous character can come in without the explicit approval of the Fire Prevention Bureau.
8. Provide metal container for rubbish and keep premises clean at all times.
9. Paints, varnishes, lacquers or compounds used for painting, varnishing, or staining, or similar purposes, shall not be permitted in any premises or portion thereof occupied as a multiple dwelling or place of assembly.
10. A. Exhibits and demonstration uses of the above in the Convention Center cannot be done without the explicit approval of the Fire Prevention Bureau.

B. Paints are not to be stored or used for exhibits, displays or demonstrations. Empty cans or manufacturer's paints may be used for displays.
11. Fuel tanks must contain less than **1/8 of a tank** of fuel. Locking gas caps are required.

BUILDING REGULATIONS:

1. Holes may not be drilled, cored, or punched into the building.
2. Balloons are not permitted in the Show.
3. No adhesive back (stick-on) decals or similar items may be distributed or used in the building.
4. Parking on loading docks is permitted for loading and unloading. All other parking is prohibited. Violators will be towed at their own expense.
5. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns.
6. No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces.
7. No evergreen plants will be permitted.
8. Combustion engines may not be operated on the Exhibit Floor as part of an exhibit.
9. Any vehicles on the show floor must have battery cables disconnected, and tanks may be no more than 1/8 full of gasoline. All gas caps must be taped.
10. Propane tanks may not exceed five (5) pounds of LPG capacity and requires Fire Marshall approval.
11. All draping materials, etc. must be flame retardant.
12. All plantings, fountains, etc. should have waterproof plastic materials underneath.
13. All food and beverage services are operated exclusively by the Boston Convention and Exposition Center. No sampling or other food or beverage distribution is allowed without expressed written approval. Please see Show Management for special requests.
14. All aisles must remain unobstructed. Two (2) foot set back required.
15. Exhibits are not allowed to block or obstruct any firefighting equipment and emergency exits.

For specific information or questions, please visit the Mass Convention Center website, www.signatureboston.com or call the customer service center at 617-254-2230.



Massachusetts Convention Center Authority
Exhibitor Order Form - Electrical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		\$111.00	\$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$146.00	\$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$182.00	\$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$211.00	\$263.00		+50% rate		+100% rate		+150% rate	

SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		\$318.00	\$397.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$606.00	\$757.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$930.00	\$1,163.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$576.00	\$720.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$870.00	\$1,087.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,380.00	\$1,724.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,632.00	\$3,289.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,648.00	\$5,809.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$877.00	\$1,096.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,521.00	\$1,901.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,808.00	\$3,510.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$5,581.00	\$6,976.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$32.00	\$40.00							

TOTAL DUE \$ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY

DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:
----------------	--------------	---------------	---------------



Massachusetts Convention Center Authority

Exhibitor Order Form – Telephone, Internet & Technical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

TELEPHONE SERVICE				
STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycom Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

INTERNET SERVICES				
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$4,100.00	\$5,125.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$6,720.00	\$8,400.00	
5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,000.00	\$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Exhibitor Order Form – Telephone, Internet & Technical Services page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$148.00	\$185.25	
Copper Patch / Booth to Booth Connection			\$336.00	\$420.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$104.00	\$130.00	
	24 port		\$156.00	\$195.00	
25' CAT 5e Cable			\$45.00	\$56.00	
50' CAT 5e Cable			\$61.00	\$76.75	
100' CAT 5e Cable			\$96.00	\$120.00	

TECHNICAL SERVICES					
TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cable TV Service			\$245.00	\$306.50	
CATV Tuner Rental			\$56.00	\$70.00	
CATV Tap Box Rental			\$200.00	250.00	
Broadcast Video Service via TV-1			\$2,000.00	\$2,500.00	
				TOTAL DUE: \$ _____	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

F R E E M A N

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

BOSTON RV & CAMPING EXPO
JANUARY 17-19, 2015
BOSTON CONVENTION & EXHIBITION CENTER
BOSTON, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The aisles will not be carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **December 26, 2014**.

SHOW SCHEDULE

RV VEHICLE MOVE-IN

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

Thursday January 15 8:00 AM - 10:00 PM

Friday January 16 8:00 AM - 10:00 PM

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

Note: Each exhibitor will be assigned a specific move-in zone and time, which is listed in the Move-In section of the Boston RV & Camping Expo Manual sent to you by Paragon Group.

CAMPGROUNDS/ALLIED EXHIBITORS MOVE-IN

Friday January 16 8:00 AM - 5:00 PM

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

Note: Each exhibitor will be assigned a specific move-in zone and time, which is listed in the Move-In section of the Boston RV & Camping Expo Manual sent to you by Paragon Group.

EXHIBIT HOURS

Saturday January 17 10:00 AM - 9:00 PM

Sunday January 18 10:00 AM - 7:00 PM

Monday January 19 10:00 AM - 6:00 PM

EXHIBITOR MOVE-OUT

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

Monday January 19 6:00 PM - 11:00 PM

Tuesday January 20 8:00 AM - 5:00 PM

All labor performed on Monday, January 19 will have double time charges applied. All outbound material handling services performed on Monday, January 19 will have overtime charges applied. All labor and outbound material handling performed after 4:30 PM on Tuesday will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the event.
- All exhibitor materials must be removed from the exhibit facility by **5:00 PM on Tuesday, January 20**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by **3:00PM on Tuesday, January 20**. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

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

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTORS CONTACTS / INFORMATION:

FREEMAN

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

FREEMAN TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by December 26, 2014. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

BOSTON RV & CAMPING EXPO

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

Freeman will accept crated, boxed or skidded materials beginning **Monday, December 15** at the above address. Materials arriving after **Thursday, January 08** will be received at the warehouse with an additional after deadline charge.

PLEASE NOTE: The warehouse will be closed Monday, December 22, 2014 through Friday, December 26, 2014 in observance of Christmas and Thursday, January 01, 2015 in observance of New Year's Day. Shipments will not be accepted on these dates.

Show site shipping address:

BOSTON RV & CAMPING EXPO

Exhibiting Company Name
Booth # _____
C/O Freeman
Boston Convention & Exhibition Center
415 Summer Street
Cypher Street Entrance
Boston, MA 02210

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

Freeman will receive shipments at the exhibit facility beginning at **8:00 AM on Thursday, January 15, 2015**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area.

ASSISTANCE

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

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 508-894-5100 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

Children under 18 years of age are not allowed in the exhibit hall during move-in.

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

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

EXHIBITOR ASSISTANCE

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

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

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

F R E E M A N

275 Bodwell Street
Avon, MA 02322

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

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 26, 2014

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY/STATE/ZIP: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (409663) on your remittance.

☐ CREDIT/DEBIT CARD

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

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

☐ BANK TRANSFER

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

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK!

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

<http://feedback.freemanco.com/?409663>

F R E E M A N

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

BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

F R E E M A N

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

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

DECEMBER 26, 2014

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

FURNISHINGS

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

CHAIRS

___	N71092	Diva Counter Stool	233.50	256.85	326.90	___
___	N71091	Diva Chair	207.55	228.30	290.55	___
___	N710144	Diplomat Chair	336.90	370.60	471.65	___
___	N71038	Cherry Barrel Chair	242.70	266.95	339.80	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	353.20	388.50	494.50	___
___	N71047	Gray Gaslift Stool	311.00	342.10	435.40	___
___	N71046	Gray Gaslift Chair w/Arms ..	311.00	342.10	435.40	___
___	N71045	Gray Gaslift Chair	244.60	269.05	342.45	___
___	N71044	Executive Chair	351.45	386.60	492.05	___
___	N71089	Black Diamond Side Chair..	115.70	127.25	162.00	___
___	N71090	Black Diamond Arm Chair..	166.00	182.60	232.40	___

CHAIRS

___	N71088	Black Diamond Stool	202.75	223.05	283.85	___
___	C210108	Limerick® Chair.....	82.65	90.90	115.70	___
		by Herman Miller				
___	C210109	Limerick® Stool.....	124.45	136.90	174.25	___
		by Herman Miller				

LOUNGE SEATING

___	N73091	Signature Loveseat	1,056.55	1,162.20	1,479.15	___
___	N71093	Signature Chair	476.45	524.10	667.05	___

TABLES

___	N72026	Cherry Cocktail Table.....	175.00	192.50	245.00	___
___	N72027	Cherry End Table.....	137.85	151.65	193.00	___
___	N72015	Glass Conference Table.....	433.60	476.95	607.05	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	94.50	103.95	132.30	___
___	N72029	Metro Slate End Table.....	94.50	103.95	132.30	___
___	C115103	Studio Black Cocktail Table.	90.15	99.15	126.20	___
___	C115104	Studio Black End Table.....	90.15	99.15	126.20	___

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

Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	145.60	160.15	203.85	___
___	N72069	Black-top Cafe 24"W x 30"H ...	181.70	199.85	254.40	___
___	N72070	Black-top Bistro 24"W x 42"H	181.70	199.85	254.40	___
___	N72067	Black-top Café Table 36"x30".	181.70	199.85	254.40	___
___	N72068	Black-top Bistro 36"W x 42"H ..	181.70	199.85	254.40	___

Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	181.70	199.85	254.40	___
___	N72064	Café Table 36"W x 30"H	181.70	199.85	254.40	___
___	N720163	Bistro Table 30"W x 42"H	181.70	199.85	254.40	___
___	N720164	Bistro Table 36"W x 42"H	181.70	199.85	254.40	___

OFFICE FURNITURE

___	N72093	Milano Table/Blonde Top	463.30	509.65	648.60	___
___	N72092	Milano Table/Black Top	463.30	509.65	648.60	___
___	N72094	Luna Table/Black Top	565.85	622.45	792.20	___
___	N720191	Hemingway Writing Table	414.00	455.40	579.60	___
___	N74061	Cherry Desk 5'	433.20	476.50	606.50	___
___	N74065	Cherry Bookcase	433.20	476.50	606.50	___
___	N74064	Cherry Credenza	311.00	342.10	435.40	___
___	N74071	Oak Desk 5'	433.20	476.50	606.50	___
___	N74075	Oak Bookcase	433.20	476.50	606.50	___
___	N74074	Oak Credenza	311.00	342.10	435.40	___

DISPLAY FURNITURE

___	N72056	Display Counter.....	220.55	242.60	308.75	___
___	N75079	Orion Computer Kiosk.....	339.90	373.90	475.85	___
___	N75030	Black Display Cube/Small.....	220.30	242.35	308.40	___
___	N75031	Black Display Cube/Medium....	235.75	259.35	330.05	___
___	N75032	Black Display Cube/Large.....	267.15	293.85	374.00	___

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	188.65	207.50	264.10	___
___	N75021	Black Display Cylinder/Med.	188.65	207.50	264.10	___
___	N75022	Black Display Cylinder/Lg....	188.65	207.50	264.10	___

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

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

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

CONTACT NAME : _____ **PHONE #:** _____

E-MAIL ADDRESS : _____

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

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H....	153.70	169.05	215.20	___
___	C130630	Draped Table 6'L x 30"H....	192.20	211.40	269.10	___
___	C130830	Draped Table 8'L x 30"H....	214.30	235.75	300.00	___
___	C1240463	4th Side Drape 6'L x 30"H...	38.10	41.90	53.35	___
___	C1240483	4th Side Drape 8'L x 30"H...	38.10	41.90	53.35	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	194.50	213.95	272.30	___
___	C130642	Draped Counter 6'L x 42"H.	231.35	254.50	323.90	___
___	C130842	Draped Counter 8'L x 42"H.	254.65	280.10	356.50	___
___	C1240464	4th Side Drape 6'L x 42"H...	53.25	58.60	74.55	___
___	C1240484	4th Side Drape 8'L x 42"H...	53.25	58.60	74.55	___

Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	64.85	71.35	90.80	___
___	C131630	Undraped Table 6'L x 30"H..	79.45	87.40	111.25	___
___	C131830	Undraped Table 8'L x 30"H..	100.15	110.15	140.20	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	88.05	96.85	123.25	___
___	C131642	Undraped Counter 6'Lx42"H	102.80	113.10	143.90	___
___	C131842	Undraped Counter 8'Lx42"H	124.30	136.75	174.00	___

Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	45.80	50.40	64.10	___
___	C150610	Single Step Riser 6'L x 7"H	49.75	54.75	69.65	___
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	N/A	___
___	C150414	Single Step Riser 4'L x 14"H	N/A	N/A	N/A	___
___	C150614	Single Step Riser 6'L x 14"H	N/A	N/A	N/A	___
___	C150814	Single Step Riser 8'L x 14"H	N/A	N/A	N/A	___
___	C150420	Double Step Riser 4'L	67.35	74.10	94.30	___
___	C150620	Double Step Riser 6'L	74.65	82.10	104.50	___
___	C150820	Double Step Riser 8'L	N/A	N/A	N/A	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	C220121	Chrome Stanchion w/belt ..	79.55	87.50	111.35	___
___	C220118	Chrome Sign Holder	146.35	161.00	204.90	___
___	N750135	Round Literature Rack	204.95	225.45	286.95	___
___	N750136	Flat Literature Rack	181.40	199.55	253.95	___
___	C220109	Chrome Coat Tree	53.05	58.35	74.25	___
___	C220134	Chrome Easel	44.90	49.40	62.85	___
___	C220110	Chrome Bag Rack	116.75	128.45	163.45	___
___	220107	Wastebasket	23.25	25.60	32.55	___
___	220106	Corrugated Wastebasket.....	17.50	19.25	24.50	___
___	N75057	Small Refrigerator	408.65	449.50	572.10	___
___	N75052	Black Table Lamp	149.05	163.95	208.65	___
___	N74082	File Cabinet/2 Drawer	188.65	207.50	264.10	___
___	N74081	File Cabinet/4 Drawer	244.60	269.05	342.45	___
___	10201484	Bulletin Board	236.60	260.25	331.25	___

Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	15.15	16.65	21.20	___
___	12108	Special Drape 8'H (per ft.) ...	20.80	22.90	29.10	___

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

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

FREEMAN furnishing essentials

Take advantage of the Online price
by ordering at www.freemanco.com/store
before DECEMBER 26, 2014

F R E E M A N

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

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

DECEMBER 26, 2014

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

- 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

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. @	\$	5.15	\$	5.65	\$	7.20	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.50	\$	4.95	\$	6.30	_____

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. @	\$	4.25	\$	4.70	\$	5.95	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.70	\$	4.05	\$	5.20	_____

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. @	\$	3.20	\$	3.50	\$	4.50	_____

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	\$ 234.05	\$ 257.45	\$ 327.65	_____
_____	9' x 20' Classic Carpet	\$ 468.10	\$ 514.90	\$ 655.35	_____
_____	9' x 30' Classic Carpet	\$ 702.15	\$ 772.35	\$ 983.00	_____
_____	9' x 40' Classic Carpet	\$ 936.20	\$ 1,029.80	\$ 1,310.70	_____

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	\$ 149.40	\$ 164.35	\$ 209.15	_____
_____	9' x 20' Carpet Padding	\$ 298.80	\$ 328.70	\$ 418.30	_____
_____	9' x 30' Carpet Padding	\$ 448.20	\$ 493.00	\$ 627.50	_____
_____	9' x 40' Carpet Padding	\$ 597.60	\$ 657.35	\$ 836.65	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.66	\$ 1.85	\$ 2.30	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ 1.34	\$ 1.45	\$ 1.90	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.34	\$ 1.45	\$ 1.90	_____

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

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

TOTAL COST

Sub- Total	+	6.25% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freemanco.com/store
before DECEMBER 26, 2014

F R E E M A N

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

DEADLINE DATE
DECEMBER 26, 2014

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

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$141.25	197.75
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$212.75	298.00
Double Time- All Day Sunday and Holidays.....	\$256.25	358.75

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

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

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

Freeman installation & dismantle

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

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

☐ Reroute via Freeman's choice

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

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

FREEMAN installation & dismantle

F R E E M A N

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

DEADLINE DATE
DECEMBER 26, 2014

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

SHOW NAME: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE: _____ FAX#: _____

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

		Advance	Show Site
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$141.25	197.75
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$212.75	298.00
Double Time-	All Day Sunday and Holidays.....	\$256.25	358.75

- Price is per person/per hour
 - Supervisor must check in at Service Desk to pick up labor
 - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Please include set up plan and special instructions with this order.**

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

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

CORD INSTALLATION LABOR

☐ Freeman Supervised Labor

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

Emergency Contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labor

☐ Display Company Supervised Labor

Name of supervisor _____ Phone Number: _____

•Start times cannot always be guaranteed.

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

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

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

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

CORD DISMANTLE LABOR

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

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

CORD RENTAL

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

There will be a minimum charge of \$22.00 to cover cords with tape.
Larger areas and multiple electrical drops may require more than one roll.

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

See Reverse Side For Additional Information And Conditions

FREEMAN electrical/internet cord labor

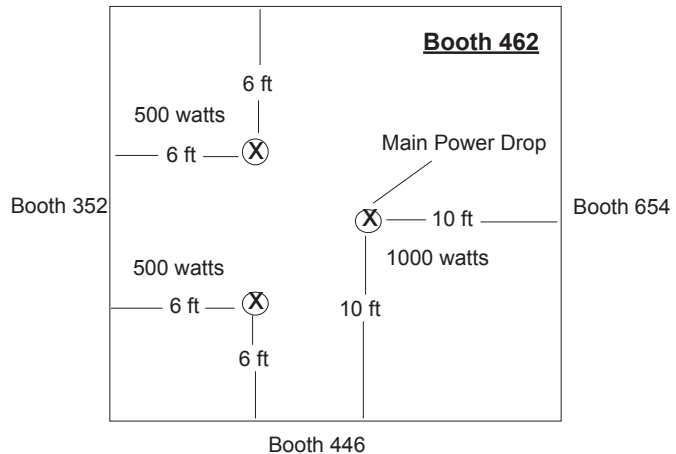
TERMS & CONDITIONS

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



BOOTH DIAGRAM



F R E E M A N

275 Bodwell Street
Avon, MA 02322

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

DEADLINE DATE
DECEMBER 26, 2014

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

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

RIGGING EQUIPMENT AND LABOR

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

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

Double Time- All Day Sunday and Holidays

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

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR - up to 5,000 lbs.			
304050	Forklift & operator - ST	\$361.50	\$506.25
304051	Forklift & operator - OT.....	\$504.75	\$706.75
304052	Forklift & operator - DT	\$591.75	\$828.50
FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.			
304040	4-Stage Forklift & operator - ST	\$513.75	\$719.25
304041	4-Stage Forklift & operator - OT	\$657.00	\$920.00
304042	4-Stage Forklift & operator - DT	\$740.00	\$1036.00
<input type="checkbox"/>	Please check here if you need a Scissorlift for booth work.		
FORKLIFT LABOR - up to 10,000 lbs.			
3040100	Forklift & operator - ST	\$437.75	\$613.00
3040101	Forklift & operator - OT.....	\$580.75	\$813.25
3040102	Forklift & operator - DT	\$668.00	\$935.25
RIGGING LABOR			
3020100	Rigger - ST	\$141.25	\$197.75
3020101	Rigger - OT.....	\$212.75	\$298.00
3020102	Rigger - DT	\$256.25	\$358.75

INSTALLATION - RIGGING

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

DISMANTLE - RIGGING

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

PLEASE INDICATE WORK TO BE PERFORMED

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

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

FREEMAN rigging labor

F R E E M A N

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

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

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

MATERIAL HANDLING SERVICES

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

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

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

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

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

NOTE: SOME INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.

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

Description	Price Per CWT	200 lb. Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 127.75	255.50
Special Handling Shipment	\$ 166.25	332.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 111.75	223.50
Special Handling Shipment	\$ 145.50	291.00
Uncrated or Pad Wrapped Shipment	\$ 167.50	335.00

Small Package - Maximum weight is 30 lbs per shipment

Per Shipment	\$ 45.00	
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*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 08	\$ 32.00	64.00
Show site Shipment after Show Opening	\$ 28.00	56.00

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

Overtime Charge - Warehouse (in addition to above rates)

Crated or Skidded Shipment	\$ 64.00	127.75
Special Handling Shipment	\$ 83.00	166.25

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

Crated or Skidded Shipment	\$ 56.00	111.75
Special Handling Shipment	\$ 73.00	145.50
Uncrated or Pad Wrapped Shipment	\$ 84.00	167.50

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

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
All rates are per 100 lbs. Please round up to the next 100 lbs. Example: 840 lbs - 900 lbs (9 cwt)		6.25% Tax	N/A
		Total	

Tips to Save on Material Handling

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 255.50

52 lbs. charged @ 200 lbs. \$ 255.50

65 lbs. charged @ 200 lbs. \$ 255.50 = \$766.50

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$255.50

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

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

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

FREEMAN exhibit transportation

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS
ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

BOSTON RV & CAMPING EXPO

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

MUST BE DELIVERED BY JANUARY 08, 2015

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

FREEMAN / Exhibiting Company Name / Booth #

BOSTON RV & CAMPING EXPO

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST
BOSTON, MA 022101709

CANNOT BE DELIVERED BEFORE JANUARY 15, 2015

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (409663) _____

F R E E M A N

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

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **BOSTON RV & CAMPING EXPO / JANUARY 17-19, 2015**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store
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EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION**FROM:** SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER _____☐ OTHER VAN LINE _____☐ OTHER AIR FREIGHT _____
☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY JANUARY 08, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: **BOSTON RV & CAMPING EXPO**

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY JANUARY 08, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: **BOSTON RV & CAMPING EXPO**

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 15, 2015

TO:

EXHIBITOR NAME

C/O: FREEMAN

**BOSTON CONVENTION & EXHIBITION (C)
415 SUMMER ST**

BOSTON, MA 022101709

SHOW SITE

EVENT: **BOSTON RV & CAMPING EXPO**

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 15, 2015

TO:

EXHIBITOR NAME

C/O: FREEMAN

**BOSTON CONVENTION & EXHIBITION (C)
415 SUMMER ST**

BOSTON, MA 022101709

SHOW SITE

EVENT: **BOSTON RV & CAMPING EXPO**

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.