

**EASY IS NICE, ON ANY DEVICE.**

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Visit the Exhibitor Information Website (EIW [www.sapandasugexhibitors.com](http://www.sapandasugexhibitors.com)) to view the Exhibit Packages document. Each exhibit package level is unique and exhibitors should become familiar with the components of their respective package. Exhibitors are responsible for ordering any equipment or services that are not included.

**EXHIBIT HALL CARPET**

Each exhibitor is responsible for ordering their own carpet, except for the Emerald Turnkey, Ruby Turnkey and Pod level packages which include carpet. Please refer to the Carpet Brochure and Order Form in the Exhibitor Manual. The show floor aisles will be carpeted in gray.

Note: All booths must have carpet or some type of floor covering.

**DISCOUNT PRICE DEADLINE DATE**

**The Freeman discount deadline is Thursday, May 10, 2018. Place your orders early to receive the discount rate.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

Thur - Mon	May 31 - June 4	8:00 AM - 5:00 PM	Sapphire & Onyx Levels Install
Fri - Mon	June 1 - June 4	8:00 AM - 5:00 PM	Diamond Level Install
Sat - Mon	June 2 - June 4	8:00 AM - 5:00 PM	Emerald Level Install
Mon	June 4	8:00 AM - 5:00 PM	Emerald Turnkey & Ruby Turnkey Levels Move-In
Mon	June 4	12:00 PM - 5:00 PM	Pod Level Move-In
Mon	June 4	5:00 PM	All Levels "Show Ready"

**SHOW FLOOR SCHEDULE**

Tuesday	June 5
Wednesday	June 6
Thursday	June 7

**For show floor hours, please refer to the schedule located on the Exhibitor Manual page of the Exhibitor Information Web Site.**

**EXHIBITOR DISMANTLE AND MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	June 07, 2018	6:00 PM	-	10:00 PM
Friday	June 08, 2018	8:00 AM	-	5:00 PM
Saturday	June 09, 2018	8:00 AM	-	5:00 PM
Sunday	June 10, 2018	8:00 AM	-	4:00 PM

*Exhibitors will be permitted to begin packing up the exhibit space on June 7 but freight cannot be moved out until June 8.*

All exhibitor materials must be removed from the OCCC by Sunday, June 10, 2018 at 4:00 PM.

To ensure all exhibitor materials are removed by the exhibitor move-out deadline, please have all carriers check-in by 12:00 PM on Sunday, June 10.

Installation and dismantle exhibitor appointed contractors will not have access to the show floor move-out until one hour after the close of the show floor to allow for aisle carpet roll-up and truss dismantle.

**POST SHOW PAPERWORK AND LABELS**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

1601 Boice Pond Rd  
 Orlando, FL 32837  
 (407) 816-7900 fax (469) 621-5605  
 FreemanOrlandoES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**SERVICE CENTER HOURS**

Wednesday	May 30, 2018	8:00 AM	-	5:00 PM
Thursday	May 31, 2018	8:00 AM	-	5:00 PM
Friday	June 01, 2018	8:00 AM	-	5:00 PM
Saturday	June 02, 2018	8:00 AM	-	5:00 PM
Sunday	June 03, 2018	8:00 AM	-	5:00 PM
Monday	June 04, 2018	8:00 AM	-	5:00 PM
Tuesday	June 05, 2018	8:00 AM	-	6:00 PM
Wednesday	June 06, 2018	8:00 AM	-	6:00 PM
Thursday	June 07, 2018	8:00 AM	-	10:00 PM
Friday	June 08, 2018	8:00 AM	-	5:00 PM
Saturday	June 09, 2018	8:00 AM	-	4:00 PM

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by May 10, 2018.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

Please note: All items and materials that must be brought into the **OCCC** may be subject to material handling charges, and are the responsibility of the Exhibitor. This also applies to items not ordered through the official show vendors. Refer to the Material Handling form for charges for this service or call Exhibitor Services at +1 (407) 816-7900 for more information on when charges apply.

**ADVANCE WAREHOUSE**

Freeman will accept crated, boxed or skidded materials beginning Tuesday, May 01, 2018, at the **advance warehouse** address below. Material arriving after Thursday, May 24, 2018 will be received at the warehouse with an additional “after deadline” charge. Materials will be accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (407) 816-7900.

**Please do not ship perishable matter to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the advance warehouse.**

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SAPPHIRE NOW and ASUG Annual Conference**  
 C/O FREEMAN  
 10088 GENERAL DR  
 ORLANDO, FL 32824

**SHOW SITE**

Freeman will receive shipments at the **OCCC** beginning Thursday, May 31, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (407) 816-7900.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SAPPHIRE NOW and ASUG Annual Conference**  
 C/O FREEMAN  
 ORANGE COUNTY CONVENTION CENTER  
 9400 UNIVERSAL BLVD  
 ORLANDO, FL 32819-9340

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**LABOR INFORMATION**

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

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (407) 816-7900.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (407) 816-7900 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by Thursday, May 10, 2018.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

SAPPHIRE NOW and ASUG Annual Conference does not allow children on the show floor during installation and dismantle. Additionally, children are not permitted on show floor during show hours.

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 pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.

# REDUCING YOUR FOOTPRINT

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

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

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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

### Personnel and Best Practices

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

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

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, agents, assigns, companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption for the State in which the services are to be used. Resale are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any charge hereunder exceeds the maximum rate allowed by applicable law, the charge shall automatically be reduced to the maximum rate allowed, and any excess charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its 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 directors, employees, and agents from and against any and all claims, liabilities, damages, 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

**DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018**

**INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK**

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

---

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

---

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

---

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

---

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

---

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

---

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

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (457458) on your remittance.**

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

**AMERICAN EXPRESS**     **MASTER CARD**     **VISA**

**We do not accept credit card information via email.**

**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

**Bank Address for Wire and ACH is 901 Main St, Dallas, TX 75202**  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

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

---

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

---

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

---

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

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION				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.freeman.com](http://www.freeman.com).
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

**FREEMAN method of payment**



# FREEMAN

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(407) 816-7900 Fax: (469) 621-5605

## SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS    MASTERCARD    VISA   **We do not accept credit card information via email.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

01/17 (457458)

third party authorization  
FREEMAN

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

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

**FREEMAN accessible storage**

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only. All arrangements for accessible storage must be placed on-site at the Freeman Service Center.

The charge for Accessible Storage consists of a daily storage charge plus labor to place in and remove materials from storage. There will be a \$132.50 per day charge for partial trailer usage or \$452.50 per day for full trailer usage.

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

\$232.50 per hour for straight time (1/2 hour minimum)  
\$289.25 per hour for overtime (1/2 hour minimum)

**Straight Time-** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime-** 4:30 P.M. to 7:59 A.M. Monday through Friday, all day Saturday, Sunday and Holidays

## TO ESTIMATE DAILY STORAGE CHARGES

Partial Trailer Usage: \$132.50 per day **OR** Exclusive Trailer Usage: \$452.50 per day

**Number of Days** \_\_\_\_\_ **x Daily Storage Charge** \_\_\_\_\_ = **Storage Fee** \_\_\_\_\_

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

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

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

**Tax(6.5%) = \$** \_\_\_\_\_

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

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

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**MAY 10, 2018**

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

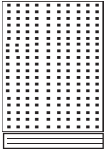
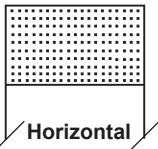
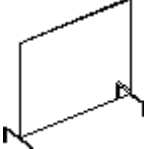



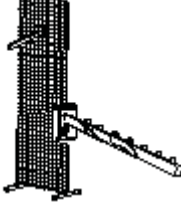
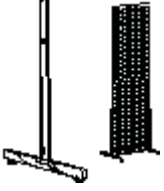

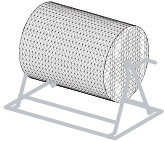
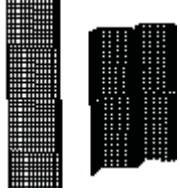

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

## ACCESSORIES

 <b>Vertical</b> <b>PERFBOARD - SINGLE SIDED</b>	 <b>Horizontal</b> <b>PERFBOARD - SINGLE SIDED</b>	 <b>CHROME GARMENT RACK</b>	 <b>BULLETIN BOARD</b>
 <b>2 WAY STRAIGHT ARM</b>	 <b>4 WAY SLANT ARM</b>	 <b>GRID ACCESSORIES</b>	 <b>GRID LEGS</b>
 <b>PERFBOARD HOOKS AND ACCESSORIES</b>	 <b>TICKET TUMBLER</b>	 <b>2' x 8' GRID PANELS</b>	 <b>4 WAY CONNECTORS</b>

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>						
___	10201180	1M x 8'H Single Side-Vert....	\$257.40	283.15	360.35	___
___	10201182	1/2M x 8'H Single Side-Vert...	\$152.25	167.50	213.15	___
___	10201482	4' x 8' Double Sided-Horz...	\$257.40	283.15	360.35	___
___	10201484	Bulletin Board.....	\$257.40	283.15	360.35	___
___	10202	Loop Hook per dozen.....	\$10.45	11.50	14.65	___
___	10203	Single Hook per dozen.....	\$22.70	24.95	31.80	___
___	10204	Double Hook per dozen.....	\$10.45	11.50	14.65	___
<b>GRIDS</b>						
___	103028	Chrome Grid.....	\$112.65	123.90	157.70	___
___	103010	Black Grid.....	\$112.65	123.90	157.70	___
___	103029	Grid Legs - Chrome.....	\$43.40	47.75	60.75	___
___	103029	Grid Legs - Black.....	\$43.40	47.75	60.75	___
___	103030	Grid Connectors.....	\$14.15	15.55	19.80	___

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10307	7-Ball Waterfall.....	\$20.35	22.40	28.50	___
___	10403	2-way Straight Arm.....	\$143.65	158.00	201.10	___
___	10402	2-way Slant Arm.....	\$143.65	158.00	201.10	___
___	10404	4-way Slant Arm.....	\$185.10	203.60	259.15	___
<b>ACCESSORIES</b>						
___	10405	Garment Rack.....	\$74.05	81.45	103.65	___
___	15905	Fish Bowl.....	\$44.05	48.45	61.65	___
___	6605	40 Gallon Trash Receptacle	\$169.45	186.40	237.25	___
___	159011	Ticket Tumbler - Small.....	\$99.65	109.60	139.50	___
___	159020	Ballot Box 12"x12" square.....	\$77.20	84.90	108.10	___
___	159021	Ballot Box 18"x18" square.....	\$97.90	107.70	137.05	___
___	15104	Pad Lock.....	\$63.75	70.15	89.25	___

<b>TOTAL COST</b>		
<b>Sub-Total</b> _____	<b>+ Tax (6.5%)</b> _____	<b>= TOTAL</b> _____

Don't see what you need?  
Please call an Exhibitor Services Representative @ 407-816-7900.

# FROM THE GROUND UP

.....

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint



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

# PRESTIGE CARPET

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

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## Custom Options

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



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

# CLASSIC CARPET

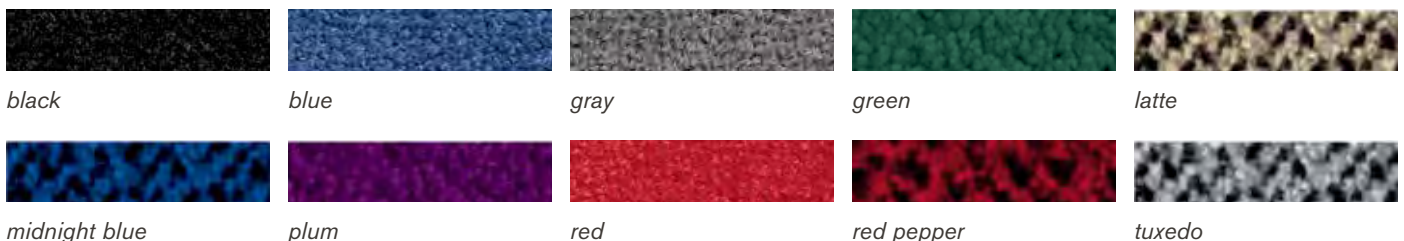
## Custom Cut

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

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

## Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*Actual colors may vary slightly*

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
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**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018**

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 317.20	\$ 348.90	\$ 444.10	_____
_____	10' x 20' Classic Carpet .....	\$ 634.40	\$ 697.85	\$ 888.15	_____
_____	10' x 30' Classic Carpet .....	\$ 951.60	\$ 1,046.75	\$ 1,332.25	_____
_____	10' x 40' Classic Carpet .....	\$ 1,268.80	\$ 1,395.70	\$ 1,776.30	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 84.80	\$ 93.30	\$ 118.70	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 169.60	\$ 186.55	\$ 237.45	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 254.40	\$ 279.85	\$ 356.15	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 339.20	\$ 373.10	\$ 474.90	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 169.60	\$ 186.55	\$ 237.45	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 339.20	\$ 373.10	\$ 474.90	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 508.80	\$ 559.70	\$ 712.30	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 678.40	\$ 746.25	\$ 949.75	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .65	\$ .70	\$ .90	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 215.40	\$ 236.95	\$ 301.55	_____
_____	9' x 20' Classic Carpet .....	\$ 430.65	\$ 473.70	\$ 602.90	_____
_____	9' x 30' Classic Carpet .....	\$ 645.95	\$ 710.55	\$ 904.35	_____
_____	9' x 40' Classic Carpet .....	\$ 861.35	\$ 947.50	\$ 1,205.90	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 76.30	\$ 83.95	\$ 106.80	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 152.65	\$ 167.90	\$ 213.70	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 228.95	\$ 251.85	\$ 320.55	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 305.30	\$ 335.85	\$ 427.40	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 152.65	\$ 167.90	\$ 213.70	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 305.30	\$ 335.85	\$ 427.40	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 457.90	\$ 503.70	\$ 641.05	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 610.55	\$ 671.60	\$ 854.75	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .65	\$ .70	\$ .90	_____

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

TOTAL COST		
Sub- Total	+	6.5% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before MAY 10, 2018

# FREEMAN

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**ONLINE PRICE  
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DEADLINE DATE  
MAY 10, 2018**

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.15

**CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:**

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>3.15</b>	\$ <b>3.45</b>	\$ <b>4.40</b>	_____

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

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

- Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>4.15</b>	\$ <b>4.55</b>	\$ <b>5.80</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>3.60</b>	\$ <b>3.95</b>	\$ <b>5.05</b>	_____

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

- Black  Charcoal  Gray Pearl  Navy  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>4.70</b>	\$ <b>5.15</b>	\$ <b>6.60</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>4.30</b>	\$ <b>4.75</b>	\$ <b>6.00</b>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ .90

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>.90</b>	\$ <b>1.00</b>	\$ <b>1.25</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>.50</b>	\$ <b>.55</b>	\$ <b>.70</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>1.80</b>	\$ <b>2.00</b>	\$ <b>2.50</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>.95</b>	\$ <b>1.05</b>	\$ <b>1.35</b>	_____

TOTAL COST		
_____	+	_____
Sub- Total		6.5% Tax
	=	Total Cost

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before MAY 10, 2018

FREEMAN cut to size carpet

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

Last day to order carpet is **May 16, 2018**.  
All orders made after this date will not be  
accepted and exhibitors will receive gray  
carpet.

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018**

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

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

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

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

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

- Black  Charcoal  Gray Pearl  Navy  White

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' 40 oz Carpet .....	\$ 473.00	\$ 520.30	\$ 662.20	_____
_____	10' x 20' 40 oz Carpet .....	\$ 946.05	\$ 1040.65	\$ 1324.50	_____

**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)

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' 28 oz Carpet .....	\$ 411.80	\$ 453.00	\$ 576.50	_____
_____	10' x 20' 28 oz Carpet .....	\$ 823.60	\$ 905.95	\$ 1153.05	_____

**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)

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' 16 oz Carpet .....	\$ 311.65	\$ 342.80	\$ 436.30	_____
_____	10' x 20' 16 oz Carpet .....	\$ 623.30	\$ 685.65	\$ 872.60	_____

**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 .....	\$ 215.40	\$ 236.95	\$ 301.55	_____
_____	9' x 20' Classic Carpet .....	\$ 430.65	\$ 473.70	\$ 602.90	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 75.15	\$ 82.70	\$ 105.20	_____
_____	9' x 20' Carpet Padding .....	\$ 150.25	\$ 165.30	\$ 210.35	_____
_____	10' x 10' Carpet Padding .....	\$ 83.50	\$ 91.85	\$ 116.90	_____
_____	10' x 20' Carpet Padding .....	\$ 169.95	\$ 183.65	\$ 233.75	_____
_____	10' x 10' Plastic Covering.....	\$ 44.50	\$ 48.95	\$ 62.30	_____
_____	10' x 20' Plastic Covering.....	\$ 89.05	\$ 97.95	\$ 124.70	_____

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		6.5% Tax		Total Cost



# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

## CLEANING SERVICES

- **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.40	.55	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.05	1.45	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.50	2.10	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.05	1.45	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	146.60	205.25	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	159.55	223.35	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	210.10	294.15	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		6.5 %Tax		Total Cost

FREEMAN cleaning

# SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman’s extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

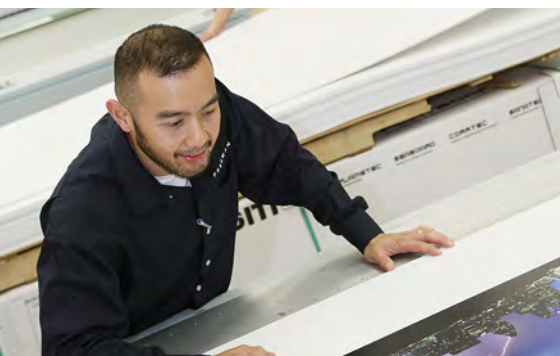
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

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



# FREEMAN

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**DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018**

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 24.55 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 36.85 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### Backing Material:

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

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

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

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

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	70.40	105.60 =	_____
7" x 22" @	72.05	108.10 =	_____
7" x 44" @	77.70	116.55 =	_____
9" x 44" @	86.60	129.90 =	_____
11" x 14" @	92.00	138.00 =	_____
14" x 22" @	101.05	151.60 =	_____
14" x 44" @	131.50	197.25 =	_____
22" x 28" @	143.20	214.80 =	_____
28" x 44" @	203.05	304.60 =	_____
20" x 60" @	290.45	435.70 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

--	--	--

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

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

TOTAL COST		
Sub-Total	+	6.5 % Tax
		= Total Cost

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (407) 816-7900 for assistance.

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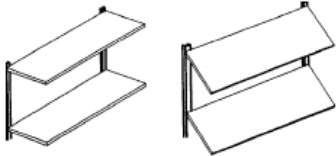
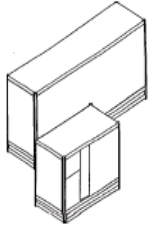
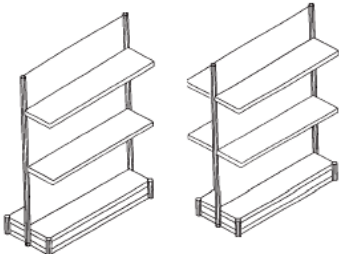

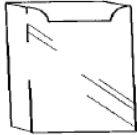
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

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For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)  
**ACCESSORIES FOR RENTAL UNITS**

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	128.20	179.50	_____
___	172514	4' Tracklight (3 lights)	413.15	578.40	_____
___	17252	Halogen Light .....	132.40	185.35	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	507.15	710.00	_____
___	17306	1M x 1/2M x 42" High.....	546.55	765.15	_____
___	17308	2M x 1/2M x 36" High.....	770.20	1,078.30	_____
___	17309	2M x 1/2M x 42" High.....	810.50	1,134.70	_____
___	173010	1M Radius x 1/2M x 36" High.	N/A	N/A	_____
___	173011	1M Radius x 1/2M x 42" High..	517.00	723.80	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	20.65	28.90	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	434.80	608.70	_____
___	174542	Double Sided 1M x 4' High..	578.05	809.25	_____
___	174581	Single Sided 1M x 8' High...	679.80	951.70	_____
___	174582	Double Sided 1M x 8' High..	903.45	1,264.85	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	108.60	152.05	_____
___	17206	1M Angled (37" x 12") .....	122.90	172.05	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	40.65	56.90	_____

<b>TOTAL COST</b>					
_____	Sub-Total	+	_____	6.5% Tax	= _____
			_____	Total Cost	_____

Don't see what you need?  
Please call Exhibitor Sales at (407) 816-7900.

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

# FREEMAN

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

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday**  
**Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday**  
**6:00 A.M. to 12:00 Midnight Saturday and Sunday**

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$232.50	\$325.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$289.25	\$405.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$324.75	\$454.75
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$382.00	\$535.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$361.75	\$506.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$419.00	\$586.75
304040	Forklift w/operator - 4-Stage - ST.....	\$249.50	\$349.50
304041	Forklift w/operator - 4-Stage - OT.....	\$306.75	\$429.50
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$116.25	\$162.75
3020101	Rigger - OT.....	\$174.25	\$244.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 49.50	\$ 69.50
3090700	Forklift Boom.....	\$ 49.50	\$ 69.50
3090800	Material Handler w/ Pallet Jack.....	\$ 51.00	\$71.50

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(6.5%)	
_____							Total	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(6.5%)	
_____							Total	

FREEMAN forklift / rigging labor

# FURNISH FORWARD

---

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees





# SUPERIOR SEATING

---

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

## ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 12**

Silverado Cocktail Table | 82014 | **Page 21**

Powered Locking Pedestal, 42" | 85063 | **Page 31**



SEATING

Naples



**CHAIR** *SELECT*  
black vinyl **810119**

36"L 30"D 33"H  
⊕ Powered options available



**LOVESEAT** *SELECT*  
black vinyl **830120**

62"L 30"D 33"H  
⊕ Powered options available



**SOFA** *SELECT*  
black vinyl **830119**

87"L 30"D 33"H  
⊕ Powered options available

Munich



**CORNER CHAIR** *SELECT*  
gray **810150**

26"L 27"D 28.5"H



**ARMLESS CHAIR** *SELECT*  
gray **810151**

22.5"L 27"D 28.5"H



**ARMLESS LOVESEAT** *SELECT*  
gray **830200**

45"L 27"D 28.5"H



**SECTIONAL - 3 PIECE** *SELECT*  
gray **830201**

93.5"L 27"D 28.5"H

Baja

**CHAIR** *SELECT*  
white vinyl **81050**

36"L 30.5"D 28"H

**LOVESEAT** *SELECT*  
white vinyl **83020**

61"L 30.5"D 28"H



⊕ See pages 30 and 31 for all Powered options.

\*Electrical power must be ordered separately

## SEATING

### South Beach

**SOFA** *SELECT*  
platinum suede **8301**

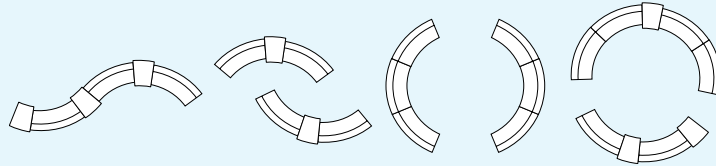
69"L 29"D 33"H

**OTTOMAN** *SELECT*  
platinum suede **8151**

25"L 31"D 18"H



possible configurations



### Key Largo



**LOVESEAT** *SELECT*  
black fabric **830950**

57"L 35"D 34"H



**SOFA** *SELECT*  
black fabric **830951**

79"L 35"D 34"H



**CHAIR** *SELECT*  
black fabric **810950**

35"L 35"D 34"H

### Allegro

**CHAIR** *SELECT*  
blue fabric **81019**

36"L 34.5"D 30"H

**SOFA** *SELECT*  
blue fabric **83015**

73"L 34.5"D 30"H



SEATING

Fairfax

**CHAIR** *SELECT*  
white vinyl/brushed metal **810949**  
27"L 26"D 30"H



**SOFA** *SELECT*  
white vinyl/brushed metal **830949**  
62"L 26"D 30"H



Hopi

**CHAIR** *SELECT*  
gray linen **810140**  
21"L 25"D 34"H



**LOVESEAT** *SELECT*  
gray linen **830150**  
48"L 25"D 34"H



Tangiers

**CHAIR** *SELECT*  
ivory/cream/beige fabric **810118**  
34"L 37"D 36"H



**LOVESEAT** *SELECT*  
ivory/cream/beige fabric **830220**  
57.5"L 37"D 37"H



**SOFA** *SELECT*  
ivory/cream/beige fabric **830118**  
78"L 37"D 36"H



# CASUAL SEATING

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

## OTTOMANS

**ENDLESS SQUARE OTTOMAN** **SELECT**  
white vinyl **815122**  
black vinyl **815123**

34"L 34"D 15"H



**ENDLESS CURVE OTTOMAN** **SELECT**  
white vinyl **815953**  
black vinyl **815952**

60.5"L 37.5"D 15"H



### ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 30**

Regis Bench/Table | 82074 | **Page 23**

Swanson Swivel Chair | 810875 | **Page 12**

Regis End Table | 82075 | **Page 23**



OTTOMANS

**HALF BENCH  
OTTOMAN** *SELECT*  
white vinyl **815119**

39"L 23"D 18"H



**VIBE CUBE  
OTTOMAN** *SELECT*

blue vinyl **81518**  
red vinyl **81519**  
orange vinyl **81525**  
pink vinyl **81520**  
yellow vinyl **81517**  
black vinyl **81530**  
white vinyl **81531**  
steel blue vinyl **81532**  
silver vinyl **81533**  
purple vinyl **81534**

18"L 18"D 18"H



**MARCHE SWIVEL  
OTTOMAN** *SELECT*

gray fabric **815151**  
red fabric **815154**  
blue fabric **815159**  
linen fabric **815152**  
meadow green fabric **815157**  
pear yellow fabric **815158**  
plum fabric **815156**  
raspberry fabric **815153**  
rose quartz fabric **815155**  
white vinyl **815150**

17" Round 18"H



**EDGE LED  
CUBE OTTOMAN\*** *SELECT*

high-density plastic **81526**

20"L 20"D 20"H



## BANQUETTES

### CENTER CONE **SELECT** 8506

38" Round 51"H

⊗ Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



### QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

*possible configurations*



(4) quarter curve ottoman

72" Round 18"H



(1) center cone  
(4) quarter curve ottomans

72" Round 51"H

⊗ See pages 30 and 31 for all Powered options.  
\*Electrical power must be ordered separately

OTTOMANS



**BEVERLY BENCH OTTOMAN** *SELECT*  
black vinyl **81550**

60"L 20"D 18"H



**BEVERLY BENCH OTTOMAN** *SELECT*  
brown fabric **81551**

60"L 20"D 18"H



**BEVERLY BENCH OTTOMAN** *SELECT*  
gray fabric **81552**

60"L 20"D 18"H



**BEVERLY BENCH OTTOMAN** *SELECT*  
linen fabric **81553**  
ivory/cream/beige

60"L 20"D 18"H



**BEVERLY BENCH OTTOMAN** *SELECT*  
ocean blue fabric **81554**

60"L 20"D 18"H



**BEVERLY BENCH OTTOMAN** *SELECT*  
red fabric **81555**

60"L 20"D 18"H



**BEVERLY BENCH OTTOMAN** *SELECT*  
white vinyl **81556**

60"L 20"D 18"H



## OCCASIONAL CHAIRS

**BLACK DIAMOND  
SIDE CHAIR** **ESSENTIALS**  
71089

21"W | 23"L | 32"H

**BLACK DIAMOND  
ARMCHAIR** **ESSENTIALS**  
71090

20"W | 21"L | 33"H

**LAGUNA CHAIR** **SELECT**  
maple/chrome 810861

18"L | 19"D | 34"H



**LIMERICK® CHAIR  
BY HERMAN MILLER** **ESSENTIALS**  
gray 210108

18"W | 17.75"L | 33"H

**MADRID CHAIR** **SELECT**  
black vinyl/chrome 8102  
white vinyl/chrome 810816

30"L | 30"D | 31"H



### ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 31**

White Vibe Cube Ottoman | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**  
 espresso vinyl **810835**  
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**  
 green molded plastic **810130**

20"L 20"D 32"H



# FREEMAN

## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

### ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

### RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

### SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

**GRAY GASLIFT CHAIR** **ESSENTIALS**

with arms **71046**  
without arms **71045**

26"W 20"L 38"H Adjustable

**LA BREA SWIVEL CHAIR** **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

**ALTURA GUEST CHAIR** **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



**PRO EXECUTIVE HIGH BACK CHAIR** **SELECT**

white vinyl **810844**  
black vinyl **810946**

25"L 24"D 48"H Adjustable



**PRO EXECUTIVE MID BACK CHAIR** **SELECT**

white vinyl **810945**  
black vinyl **810944**

24"L 22"D 40"H Adjustable

**PRO EXECUTIVE GUEST CHAIR** **SELECT**

black vinyl **810947**

24"L 22"D 36"H



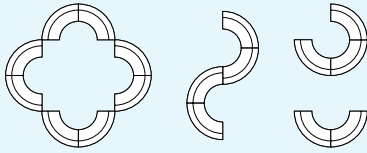
# FREEMAN

## BARS & BARSTOOLS

**MARTINI BAR** **SELECT**  
 gray metal rounded bar with frosted  
 glass top and chrome legs **8501**

67"L | 22"D | 45"H

possible configurations



**BLACK DIAMOND STOOL** **ESSENTIALS**  
**71088**

22"W | 18"L | 46"H

**GRAY GASLIFT STOOL** **ESSENTIALS**  
 with arms **71048**  
 without arms **71047**

24"W | 20"L | 46"H | Adjustable

**LAGUNA BARSTOOL** **SELECT**  
 maple/chrome **810860**

18"L | 20"D | 47"H



**LIMERICK® STOOL**  
**BY HERMAN MILLER** **ESSENTIALS**  
 gray **210109**

18"W | 17.75"L | 44"H

**LIFT BARSTOOL** **SELECT**  
 gray vinyl/chrome **810872**  
 red vinyl/chrome **810873**  
 black vinyl/chrome **810871**  
 white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



**APEX BARSTOOL** **SELECT**  
 black vinyl **810951**  
 blue ultra suede **810952**  
 red vinyl **810953**  
 white vinyl **810954**

21"L | 21"D | 33"H



BARS & BARSTOOLS

**BANANA BARSTOOL** **SELECT**

white vinyl/chrome **810103**  
black vinyl/chrome **810104**

21"L 22"D 41"H

**ZENITH BARSTOOL** **SELECT**

white/chrome **810850**

19"L 20"D 44"H

**ZOEY BARSTOOL** **SELECT**

white vinyl/chrome **810840**  
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H Adjustable



**CHRISTOPHER BARSTOOL** **SELECT**

white **810848**

19"L 15"D 41"H

**SHARK BARSTOOL** **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



**RUSTIQUE BARSTOOL** **SELECT**

gunmetal **810839**

13"L 13"D 30"H

**OSLO BARSTOOL** **SELECT**

blue plastic/chrome **810200**  
white plastic/chrome **810201**

17"L 20"D 45"H



# TURN THE TABLES IN YOUR FAVOR

---

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

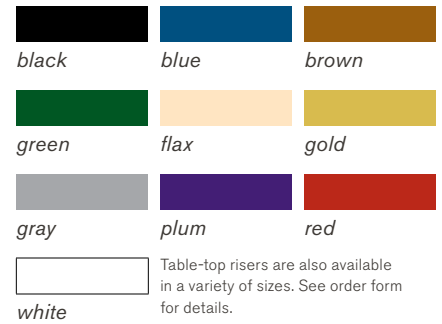
## ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 22**



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

#### TABLES

24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

#### COUNTERS

24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraped	125342	125442	125642	125842

#### TABLES\*

30"D / 30"H	3'L	4'L	6'L	8'L
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

#### COUNTERS\*

30"D / 42"H	3'L	4'L	6'L	8'L
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

\*Table and counter widths available in select cities





PEDESTAL TABLES

Soho Series



**BLACK-TOP CAFÉ** **ESSENTIALS**  
72069

24" Round 30"H

72067

36" Round 30"H

**BLACK-TOP MINI** **ESSENTIALS**  
72066

18" Round 18"H



**BLACK-TOP BISTRO** **ESSENTIALS**  
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**BUTCHER BLOCK-TOP CAFÉ** **ESSENTIALS**  
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP BISTRO** **ESSENTIALS**  
720163

30" Round 42"H

720164

36" Round 42"H



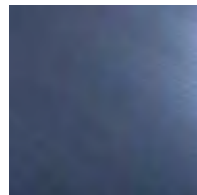
**HYDRAULIC BASE CAFÉ TABLE** **SELECT**  
maple 8201208

30" Round 29"H



**HYDRAULIC BASE BAR TABLE** **SELECT**  
maple 8201207

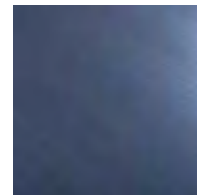
30" Round 45"H



actual color

**STANDARD BASE CAFÉ TABLE** **SELECT**  
blue steel 8201203

30" Round 29"H



actual color

**STANDARD BASE BAR TABLE** **SELECT**  
blue steel 8201204

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE  
CAFÉ TABLE** *SELECT*  
*graphite* **8201209**  
36" Round 29"H



**HYDRAULIC BASE  
BAR TABLE** *SELECT*  
*graphite* **8201211**  
36" Round 45"H



**HYDRAULIC BASE  
CAFÉ TABLE** *SELECT*  
*maple* **8201206**  
36" Round 29"H



**HYDRAULIC BASE  
BAR TABLE** *SELECT*  
*maple* **8201205**  
36" Round 45"H



**HYDRAULIC BASE  
CAFÉ TABLE** *SELECT*  
*white laminate* **820126**  
36" Round 29"H



**HYDRAULIC BASE  
BAR TABLE** *SELECT*  
*white laminate* **820125**  
36" Round 45"H



**MADISON HYDRAULIC BASE  
CAFÉ TABLE** *SELECT*  
*gray acajou* **820241**  
30" Round 29"H



**MADISON HYDRAULIC BASE  
BAR TABLE** *SELECT*  
*gray acajou* **820240**  
30" Round 45"H



**MADISON  
CAFÉ TABLE** *SELECT*  
*gray acajou* **820265**  
30" Round 29"H



**MADISON  
BAR TABLE** *SELECT*  
*gray acajou* **820264**  
30" Round 42"H

PEDESTAL TABLES



**30" CAFE TABLE W/ BLACK  
BASE - WHITE TOP** **SELECT**  
*white laminate* **8201220**  
30" Round 29"H



**30" BAR TABLE W/ BLACK  
BASE - WHITE TOP** **SELECT**  
*white laminate* **8201221**  
30" Round 42"H



**30" BAR TABLE W/  
HYDRAULIC BASE  
-WHITE TOP** **SELECT**  
*white laminate* **8201222**  
30" Round 45"H



**30" CAFE TABLE W/  
HYDRAULIC BASE  
-WHITE TOP** **SELECT**  
*white laminate* **8201223**  
30" Round 29"H



**30" BAR TABLE W/  
HYDRAULIC BASE - RED**  
**SELECT**  
*red laminate* **820920**  
30" Round 45"H



**30" CAFE TABLE W/  
HYDRAULIC BASE - RED**  
**SELECT**  
*red laminate* **820921**  
30" Round 29"H



**30" BAR TABLE W/  
HYDRAULIC BASE  
-GRAPHITE** **SELECT**  
*gray laminate* **820922**  
30" Round 45"H



**30" CAFE TABLE W/  
HYDRAULIC BASE  
-GRAPHITE** **SELECT**  
*gray laminate* **820923**  
30" Round 29"H



**30" BAR TABLE W/  
HYDRAULIC BASE - SILVER**  
**SELECT**  
*silver* **820924**  
30" Round 45"H



**30" CAFE TABLE W/  
HYDRAULIC BASE - SILVER**  
**SELECT**  
*silver* **820925**  
30" Round 29"H

## OCCASIONAL, END & COCKTAIL TABLES

### Silverado

**END TABLE** **SELECT**  
tempered glass/painted steel **82015**

24" Round 22"H

**COCKTAIL TABLE** **SELECT**  
tempered glass/painted steel **82014**

36" Round 17"H



### Alondra

**END TABLE** **SELECT**  
glass/chrome **820252**

20"L 20"D 20"H

**COCKTAIL TABLE** **SELECT**  
glass/chrome **820250**

47"L 24"D 16"H



**END TABLE** **SELECT**  
wood/chrome **820253**

20"L 20"D 21"H

**COCKTAIL TABLE** **SELECT**  
wood/chrome **820251**

47"L 24"D 17"H



### Atomic

**36" ROUND TABLE** **SELECT**  
glass/chrome **8201224**

36" Round 30"H

**42" ROUND TABLE** **SELECT**  
glass/chrome **8201225**

42" Round 30"H



# FREEMAN

## OCCASIONAL, END & COCKTAIL TABLES

### Geo

END TABLE **SELECT**  
wood/black steel **82028**

20"L 20"D 21"H



COCKTAIL TABLE **SELECT**  
wood/black steel **82027**

47"L 24"D 17"H



END TABLE **SELECT**  
glass/chrome **82035**

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**  
glass/chrome **82034**

50"L 22"D 16"H

### Sydney

END TABLE **SELECT**  
black laminate/brushed steel **82054**  
white laminate/brushed steel **82055**

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**  
black laminate/brushed steel **82052**  
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available



⚡ See pages 30 and 31 for all Powered options.

\*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

Regis

**END TABLE** *SELECT*  
brushed metal **82075**

16"L 15.5"D 16.5"H

**BENCH/TABLE** *SELECT*  
brushed metal **82074**

47"L 15.5"D 16"H



**AURA**  
**ROUND TABLE** *SELECT*  
white metal **820844**

15" Round 22"H

**EDGE LED**  
**CUBE TABLE\*** *SELECT*  
white plastic/clear  
acrylic top **82057**

20"L 20"D 20"H



**GEO SQUARE-ROUND**  
**TABLE** *SELECT*  
glass/black steel **82043**  
glass/chrome **82044**

42"L 42"D 29"H



## OCCASIONAL, END & COCKTAIL TABLES

### Oliver

END TABLE **SELECT**  
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**  
walnut finish **82087**

47"L 27"D 19"H



### Rustique

SQUARE METAL BAR TABLE **SELECT**  
gray finish **8201226**

23.75"L 23.75"D 41.25"H



### ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Cocktail Table | 82014 | **Page 21**



CONFERENCE TABLES

**GEO CONFERENCE TABLE** *SELECT*

glass/black steel **82041**  
 glass/chrome **82051**

60"L 36"D 29"H



**MADISON CONFERENCE TABLE** *SELECT*

gray acajou **820260**

42" Round 29"H

**42" ROUND WHITE CONFERENCE TABLE** *SELECT*

white laminate **820708**

42" Round 29"H



**6' OVAL CONFERENCE TABLE** *SELECT*

granite nebula **820203**

72"L 42"D 29"H





## CONFERENCE TABLES

### MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



### MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



### MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

### G30 CAFÉ TABLE (MAPLE W/ GROMMETS) **SELECT**

laminated/metal

**82058**

72"L 26"D 30"H



### G30 CAFÉ TABLE (SOLID MAPLE TOP) **SELECT**

laminated/metal

**82067**

72"L 26"D 30"H

### G30 CAFÉ TABLE (SOLID WHITE TOP) **SELECT**

laminated/metal

**82063**

72"L 26"D 30"H



CONFERENCE TABLES



**VENTURA BAR TABLE** *SELECT*  
**W/ GROMMET HOLES**  
*maple* **820951**  
 72.25"L 26.25"D 42"H



**VENTURA COMMUNAL** *SELECT*  
**BAR TABLE**  
*black* **820952**  
 72.25"L 26.25"D 42"H



**VENTURA BAR TABLE** *SELECT*  
**W/ GROMMET HOLES**  
*white* **820953**  
 72.25"L 26.25"D 42"H



**VENTURA COMMUNAL** *SELECT*  
**BAR TABLE**  
*maple* **820954**  
 72.25"L 26.25"D 42"H



**VENTURA COMMUNAL** *SELECT*  
**BAR TABLE**  
*white* **820956**  
 72.25"L 26.25"D 42"H

# FREEMAN

## OFFICE



**MADISON DESK** *SELECT*  
gray acajou **84075**

60"L 30"D 29"H



**MADISON CREDENZA** *SELECT*  
gray acajou **84077**

60"L 20"D 29"H



**MADISON BOOKCASE** *SELECT*  
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE



**WORK DESK** *SELECT*  
white laminate **820706**

48"L 24"D 30"H



**MERLIN TABLE** *SELECT*  
gray laminate **820707**

46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Key Largo Chair | 810950 | **Page 4**

Sydney Table, Powered | 82076 | **Page 31**

Aura Round Table | 820844 | **Page 23**

Black Diamond Stool | 71088 | **Page 14**

Soho Black Top Bistro | 36" Round - 72068 | **Page 18**



## POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

### POWERED SEATING

#### NAPLES CHAIR, POWERED\* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



#### NAPLES LOVESEAT, POWERED\* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



#### NAPLES SOFA, POWERED\* **SELECT**

black vinyl **830121**

87"L 30"D 33"H

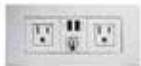


Power Panel Detail

#### ROMA CHAIR, POWERED\* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



#### ROMA SOFA, POWERED\* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

\*Electrical power must be ordered separately

## POWERED TABLES

**VENTURA COMMUNAL BAR TABLE POWERED\*** **SELECT**  
black **820950**

72.25"L | 26.25"D | 42"H

**VENTURA COMMUNAL BAR TABLE POWERED\*** **SELECT**  
white **820955**

72.25"L | 26.25"D | 42"H



**G30 CAFÉ TABLE, POWERED\*** **SELECT**  
white top **82071**

72"L | 26"D | 30"H

**G30 CAFÉ TABLE, W/ GROMMETS POWERED\*** **SELECT**  
white top **82069**

72"L | 26"D | 30"H



**TECH DESK WITH 3 DRAWER FILE CABINET, POWERED\*** **SELECT**  
black metal **84083**  
desk only **84084**

60"L | 30"D | 30"H

**SYDNEY COCKTAIL TABLE, POWERED\*** **SELECT**  
black laminate/brushed steel **82076**  
white laminate/brushed steel **82073**

48"L | 26"D | 18"H



## POWERED PRODUCT PEDESTALS

**POWERED\* LOCKING PEDESTAL, 36"** **SELECT**  
black **85060**  
white **85061**

24"L | 24"D | 36"H

**POWERED\* LOCKING PEDESTAL, 42"** **SELECT**  
black **85062**  
white **85063**

24"L | 24"D | 42"H



Power Panel Detail

## BANQUETTE

**CENTER CONE** **SELECT**  
**8506**

38" Round | 51"H

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



\*Electrical power must be ordered separately

POWERED

STORAGE

3 DRAWER  
FILE CABINET  
ON CASTORS **SELECT**  
84080

16"L 20"D 28"H



FILE CABINET  
WITH LOCK **ESSENTIALS**  
standard size

TWO-DRAWER  
74082

15"W 29"L 28"H

FOUR-DRAWER  
74081

15"W 29"L 50"H



POSH SHELVING  
W/ CHROME FRAME **ESSENTIALS**  
white 85020

36"W 18"L 72"H



REFRIGERATOR



SMALL  
REFRIGERATOR\* **ESSENTIALS**  
75057

19"W 19"L 34"H



REFRIGERATOR\* **SELECT**  
white - 14.0 cubic feet 8503001

28"L 28"D 64"H

LIGHTING



MASON TABLE  
LAMP\* **SELECT**  
white/brushed silver 850707

16" Round 26"H



MASON FLOOR  
LAMP\* **SELECT**  
white/brushed silver 850708

18" Round 55"H

\*Electrical power must be ordered separately

# DISPLAY

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

## DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



## DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



## ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



## DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H





# ACCESSORIES

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

## TABLET STAND

**MOBILE TABLET STAND** *SELECT*

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## TABLET STAND ACCESSORIES

**BROCHURE HOLDER\*** *SELECT*

black **850711**

8.625"L 1.1"D 11.325"H

**WIRELESS PRINTER HOLDER\*** *SELECT*

black **850712**

3.3"L 1.9"D 5.28"H

**CHARGING SHELF\*** *SELECT*

black **850713**

14.85"L 7.17"D 1"H



*\*To be ordered with the tablet stand*

ACCESSORIES

**CHROME STANCHION WITH 8' RETRACTABLE BELT** *ESSENTIALS*  
220121

42"H

**CHROME SIGN HOLDER** *ESSENTIALS*  
220118

Holds 22" x 66" sign

**ROUND LITERATURE RACK** *ESSENTIALS*  
750135

17"W 17"L 57"H

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



**FLAT LITERATURE RACK** *ESSENTIALS*  
750136

10"W 55"H

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

**CHROME COAT TREE** *ESSENTIALS*  
220109

8 1/4"W (21"W at the base) x 69 1/2"H

**BRUSHED ALUMINUM EASEL** *ESSENTIALS*  
220134

When open 5 1/4 "(W) x 64 1/4 "(H) 26"W x 62"H

**CHROME BAG RACK** *ESSENTIALS*  
220110

1"W (3" at center) x 41" H x 26"W



**SPECIAL DRAPING** (not pictured)

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



**FLOOR-STANDING BULLETIN BOARD** *ESSENTIALS*  
10201484

48"W 96"L 78"H



**CORRUGATED WASTEBASKET** *ESSENTIALS*  
220106



**WASTEBASKET** *ESSENTIALS*  
wastebasket color may vary.  
220107

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE**

**MAY 10, 2018**

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	512.45	563.70	717.45	_____
_____	830120*	Loveseat.....	687.35	756.10	962.30	_____
_____	830119*	Sofa.....	762.60	838.85	1,067.65	_____
<b>Munich Group - Gray Fabric</b>						
_____	810150*	Corner Chair.....	545.25	599.80	763.35	_____
_____	810151*	Armless Chair.....	476.65	524.30	667.30	_____
_____	830200*	Armless Loveseat.....	799.45	879.40	1,119.25	_____
_____	830201*	Sectional - 3 Piece.....	1,821.35	2,003.50	2,549.90	_____
<b>Baja Group - White Vinyl</b>						
_____	81050*	Chair.....	512.50	563.75	717.50	_____
_____	83020*	Loveseat.....	563.75	620.15	789.25	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	676.65	744.30	947.30	_____
_____	8151*	Ottoman.....	296.90	326.60	415.65	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	527.75	580.55	738.85	_____
_____	830951*	Sofa.....	583.60	641.95	817.05	_____
_____	810950*	Chair.....	416.15	457.75	582.60	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	500.65	550.70	700.90	_____
_____	83015*	Sofa.....	799.25	879.20	1,118.95	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	351.00	386.10	491.40	_____
_____	830949*	Sofa.....	560.25	616.30	784.35	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	217.25	239.00	304.15	_____
_____	830150*	Loveseat.....	277.55	305.30	388.55	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	454.15	499.55	635.80	_____
_____	830220*	Loveseat.....	672.35	739.60	941.30	_____
_____	830118*	Sofa.....	636.35	700.00	890.90	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	328.55	361.40	459.95	_____
_____	815123*	Endless Square - Black Vinyl.....	328.55	361.40	459.95	_____
_____	815953*	Endless Curve - White Vinyl.....	434.75	478.25	608.65	_____
_____	815952*	Endless Curve - Black Vinyl.....	434.75	478.25	608.65	_____
_____	815119*	Half-Bench - White Vinyl.....	345.25	379.80	483.35	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	142.40	156.65	199.35	_____
_____	81519*	Vibe Cube - Red Vinyl.....	142.40	156.65	199.35	_____

FREEMAN furnishings

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NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81525*	Vibe Cube - Orange Vinyl.....	142.40	156.65	199.35	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	142.40	156.65	199.35	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	142.40	156.65	199.35	_____
_____	81530*	Vibe Cube - Black Vinyl.....	142.40	156.65	199.35	_____
_____	81531*	Vibe Cube - White Vinyl.....	142.40	156.65	199.35	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	131.60	144.75	184.25	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	131.60	144.75	184.25	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	131.60	144.75	184.25	_____
_____	815151*	Marche Swivel - Gray Fabric.....	138.35	152.20	193.70	_____
_____	815154*	Marche Swivel - Red Fabric.....	138.35	152.20	193.70	_____
_____	815159*	Marche Swivel - Blue Fabric.....	138.35	152.20	193.70	_____
_____	815152*	Marche Swivel - Linen Fabric.....	138.35	152.20	193.70	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	138.35	152.20	193.70	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	138.35	152.20	193.70	_____
_____	815156*	Marche Swivel - Plum Fabric.....	138.35	152.20	193.70	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	138.35	152.20	193.70	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	138.35	152.20	193.70	_____
_____	815150*	Marche Swivel - White Vinyl.....	138.35	152.20	193.70	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	214.60	236.05	300.45	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	611.40	672.55	855.95	_____
_____	8507*	Quarter Curve Ottoman.....	404.20	444.60	565.90	_____
<b>Beverly Bench Ottomans</b>						
_____	81550*	Black Vinyl.....	405.45	446.00	567.65	_____
_____	81551*	Brown Fabric.....	405.45	446.00	567.65	_____
_____	81552*	Gray Fabric.....	405.45	446.00	567.65	_____
_____	81553*	Linen Fabric.....	405.45	446.00	567.65	_____
_____	81554*	Ocean Blue Fabric.....	405.45	446.00	567.65	_____
_____	81555*	Red Fabric.....	405.45	446.00	567.65	_____
_____	81556*	White Vinyl.....	405.45	446.00	567.65	_____
<b>Occasional Chairs</b>						
_____	71089	Black Diamond Side Chair.....	143.65	158.00	201.10	_____
_____	71090	Black Diamond Arm Chair.....	161.10	177.20	225.55	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	132.55	145.80	185.55	_____
_____	210108	Limerick® Chair by Herman Miller.....	73.20	80.50	102.50	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	873.40	960.75	1,222.75	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	873.40	960.75	1,222.75	_____
_____	810948*	Meeting Chair - White Vinyl.....	288.25	317.10	403.55	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	206.45	227.10	289.05	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	270.15	297.15	378.20	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	423.00	465.30	592.20	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	470.65	517.70	658.90	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	92.65	101.90	129.70	
	810130*	Malba Chair - Green Molded Plastic.....	92.65	101.90	129.70	
	810846*	Christopher Chair - White Vinyl/Chrome.....	127.45	140.20	178.45	
	810851*	Zenith Chair - White/Chrome.....	149.95	164.95	209.95	
	810841*	Rustique Chair - Gunmetal.....	123.10	135.40	172.35	
	810837*	Razor Armless Chair - White High Density Plastic....	53.20	58.50	74.50	
	810875*	Swanson Swivel Chair - White Vinyl.....	279.30	307.25	391.00	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	113.65	125.00	159.10	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	113.65	125.00	159.10	
	810847*	Wendy Chair - Clear Acrylic.....	125.45	138.00	175.65	
<b>Conference Chairs</b>						
	71046	Gray Gaslift Chair With Arms.....	243.90	268.30	341.45	
	71045	Gray Gaslift Chair Without Arms.....	206.05	226.65	288.45	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	327.95	360.75	459.15	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	338.40	372.25	473.75	
	810844*	Pro Executive High Back Chair - White Vinyl.....	290.35	319.40	406.50	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	288.25	317.10	403.55	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	358.05	393.85	501.25	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	358.05	393.85	501.25	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	374.30	411.75	524.00	
<b>Bars &amp; Barstools</b>						
	8501*	Martini Bar.....	1,481.00	1,629.10	2,073.40	
	71088	Black Diamond Stool.....	192.65	211.90	269.70	
	71048	Gray Gaslift Stool with Arms.....	317.85	349.65	445.00	
	71047	Gray Gaslift Stool without Arms.....	281.95	310.15	394.75	
	810860*	Laguna Barstool - Maple/Chrome.....	167.30	184.05	234.20	
	210109	Limerick® Stool by Herman Miller.....	128.00	140.80	179.20	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	169.05	185.95	236.65	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	169.05	185.95	236.65	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	169.05	185.95	236.65	
	810870*	Lift Barstool - White Vinyl/Chrome.....	169.05	185.95	236.65	
	810951*	Apex Barstool - Black Vinyl.....	209.25	230.20	292.95	
	810952*	Apex Barstool - Blue Ultra Suede.....	209.25	230.20	292.95	
	810953*	Apex Barstool - Red Vinyl.....	209.25	230.20	292.95	
	810954*	Apex Barstool - White Vinyl.....	209.25	230.20	292.95	
	810103*	Banana Barstool - White Vinyl/Chrome.....	201.15	221.25	281.60	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	201.15	221.25	281.60	
	810850*	Zenith Barstool - White/Chrome.....	149.90	164.90	209.85	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	305.95	336.55	428.35	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	282.85	311.15	396.00	
	810848*	Christopher Barstool - White.....	213.90	235.30	299.45	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	335.30	368.85	469.40	
	810839*	Rustique Barstool - Gunmetal.....	123.10	135.40	172.35	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	253.70	279.05	355.20	
	810201*	Oslo Barstool - White Plastic/Chrome.....	253.70	279.05	355.20	

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Draped Tables &amp; Counters</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> 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						
_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	149.60	164.55	209.45	_____
_____	124630	Draped Table 6'L x 30"H.....	189.15	208.05	264.80	_____
_____	124830	Draped Table 8'L x 30"H.....	235.15	258.65	329.20	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	31.20	34.30	43.70	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	31.20	34.30	43.70	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	190.80	209.90	267.10	_____
_____	124642	Draped Counter 6'L x 42"H.....	229.35	252.30	321.10	_____
_____	124842	Draped Counter 8'L x 42"H.....	277.05	304.75	387.85	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	31.20	34.30	43.70	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	31.20	34.30	43.70	_____
<b>Undraped Tables &amp; Counters</b>						
_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	53.85	59.25	75.40	_____
_____	125630	Undraped Table 6'L x 30"H.....	70.40	77.45	98.55	_____
_____	125830	Undraped Table 8'L x 30"H.....	87.55	96.30	122.55	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	93.35	102.70	130.70	_____
_____	125642	Undraped Counter 6'L x 42"H.....	111.45	122.60	156.05	_____
_____	125842	Undraped Counter 8'L x 42"H.....	127.85	140.65	179.00	_____
<b>Table Top Risers - Risers are 8" wide</b>						
_____	1504100	Black 4'L x 7"H Corrugated Riser.....	34.50	37.95	48.30	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	34.50	37.95	48.30	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	40.40	44.45	56.55	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	40.40	44.45	56.55	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	46.60	51.25	65.25	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	46.60	51.25	65.25	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	52.80	58.10	73.90	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	52.80	58.10	73.90	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	64.60	71.05	90.45	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	64.60	71.05	90.45	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	76.45	84.10	107.05	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	76.45	84.10	107.05	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	234.70	258.15	328.60	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	234.70	258.15	328.60	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	184.70	203.15	258.60	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	296.65	326.30	415.30	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	308.55	339.40	431.95	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	213.75	235.15	299.25	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	213.75	235.15	299.25	_____

**FREEMAN furnishings**

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before MAY 10, 2018.

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

For Assistance, please call to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	272.65	299.90	381.70	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	272.65	299.90	381.70	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	334.65	368.10	468.50	
	8201207*	Hydraulic Base Bar Table - Maple.....	347.70	382.45	486.80	
	8201203**	Standard Base Cafe Table - Blue Steel.....	231.60	254.75	324.25	
	8201204**	Standard Base Bar Table - Blue Steel.....	277.95	305.75	389.15	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	371.60	408.75	520.25	
	8201211*	Hydraulic Base Bar Table - Graphite.....	382.45	420.70	535.45	
	8201206*	Hydraulic Base Cafe Table - Maple.....	380.30	418.35	532.40	
	8201205*	Hydraulic Base Bar Table - Maple.....	378.10	415.90	529.35	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	380.30	418.35	532.40	
	820125*	Hydraulic Base Bar Table - White Laminate.....	397.65	437.40	556.70	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	297.00	326.70	415.80	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	297.00	326.70	415.80	
	820265*	Madison Cafe Table - Gray Acajou.....	234.40	257.85	328.15	
	820264*	Madison Bar Table - Gray Acajou.....	256.75	282.45	359.45	
	8201220*	30" Cafe Table Black Base - White Laminate.....	235.15	258.65	329.20	
	8201221*	30" Bar Table Black Base - White Laminate.....	252.95	278.25	354.15	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	362.25	398.50	557.90	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	362.25	398.50	557.90	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	280.20	308.20	392.30	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	280.20	308.20	392.30	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	280.20	308.20	392.30	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	280.20	308.20	392.30	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	341.90	376.10	478.65	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	341.90	376.10	478.65	
<b>Occasional, End &amp; Cocktail Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	271.35	298.50	379.90	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	285.85	314.45	400.20	
	820252*	Alondra End Table - Glass/Chrome.....	217.25	239.00	304.15	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	301.45	331.60	422.05	
	820253*	Alondra End Table - Wood/Chrome.....	217.25	239.00	304.15	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	301.45	331.60	422.05	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	316.50	348.15	443.10	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	316.50	348.15	443.10	
	82028*	Geo End Table - Wood/Black Steel.....	257.30	283.05	360.20	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	262.70	288.95	367.80	
	82035*	Geo End Table - Glass/Chrome.....	245.75	270.35	344.05	
	82034*	Geo Cocktail Table - Glass/Chrome.....	271.35	298.50	379.90	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	250.15	275.15	350.20	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	250.15	275.15	350.20	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	302.35	332.60	423.30	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	302.35	332.60	423.30	

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

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

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

For Assistance, please call to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional, End &amp; Cocktail Tables (continued)</b>						
_____	82075*	Regis End Table - Brushed Metal.....	244.05	268.45	341.65	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	344.10	378.50	481.75	_____
_____	820844*	Aura Round Table - White Metal.....	135.80	149.40	190.10	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	187.20	205.90	262.10	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	319.45	351.40	447.25	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	319.45	351.40	447.25	_____
_____	82088*	Oliver End Table - Walnut Finish.....	239.55	263.50	335.35	_____
_____	82087*	Oliver Table - Walnut Finish.....	269.25	296.20	376.95	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	278.35	306.20	389.70	_____
<b>Conference Tables</b>						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	456.50	502.15	639.10	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	456.50	502.15	639.10	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	401.50	441.65	562.10	_____
_____	820708*	42" Round Conference Table - White Laminate.....	426.70	469.35	597.40	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	538.90	592.80	754.45	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	486.40	535.05	680.95	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	971.40	1,068.55	1,359.95	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	971.40	1,068.55	1,359.95	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	465.90	512.50	652.25	_____
_____	82067*	G30 Cafe Table - Maple.....	465.90	512.50	652.25	_____
_____	82063*	G30 Cafe Table - White.....	465.90	512.50	652.25	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	651.55	716.70	912.15	_____
_____	820952*	Ventura Communal Bar Table - Black.....	672.40	739.65	941.35	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	651.55	716.70	912.15	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	651.55	716.70	912.15	_____
_____	820956*	Ventura Communal Bar Table - White.....	651.55	716.70	912.15	_____
<b>Office</b>						
_____	84075*	Madison Desk - Gray Acajou.....	580.20	638.20	812.30	_____
_____	84077*	Madison Credenza - Gray Acajou.....	484.60	533.05	678.45	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	412.85	454.15	578.00	_____
<b>Computer Desks/Tables</b>						
_____	820706*	Work Desk - White Laminate.....	367.60	404.35	514.65	_____
_____	820707*	Merlin Table - Gray Laminate.....	382.40	420.65	535.35	_____

**POWERED**

<b>Powered Seating</b>						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	726.25	798.90	1,016.75	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	976.25	1,073.90	1,366.75	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,123.85	1,236.25	1,573.40	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	726.25	798.90	1,016.75	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,123.85	1,236.25	1,573.40	_____
<b>Powered Tables</b>						
_____	820950*	Ventura Communal Bar Table, Powered - Black.....	832.30	915.55	1,165.20	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	756.30	831.95	1,058.80	_____
_____	82071*	G30 Cafe Table, Powered - White.....	661.90	728.10	926.65	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	464.80	511.30	650.70	_____

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before **MAY 10, 2018**.



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

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

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

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

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	632.35	695.60	885.30	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	555.65	611.20	777.90	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	430.10	473.10	602.15	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	430.10	473.10	602.15	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	530.95	584.05	743.35	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	530.95	584.05	743.35	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	633.35	696.70	886.70	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	633.35	696.70	886.70	_____

**DISPLAY & ACCESSORIES**

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black .....	192.90	212.20	270.05	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	137.25	151.00	192.15	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	177.30	195.05	248.20	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	506.35	557.00	768.90	_____

Refrigerator

_____	75057	Small Refrigerator.....	461.90	508.10	646.65	_____
_____	8503001*	Refrigerator - White.....	833.95	917.35	1,167.55	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	156.20	171.80	218.70	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	232.00	255.20	324.80	_____

Display

_____	75020	Display Cylinder - Black - Low.....	209.25	230.20	292.95	_____
_____	75021	Display Cylinder - Black - Medium.....	245.75	270.35	344.05	_____
_____	75022	Display Cylinder - Black - High.....	282.75	311.05	395.85	_____
_____	75030	Display Cube - Black - 12" Small.....	239.30	263.25	335.00	_____
_____	75031	Display Cube - Black - 18" Medium.....	260.20	286.20	364.30	_____
_____	75032	Display Cube - Black - 24" Large.....	308.95	339.85	432.55	_____
_____	75079	Orion Computer Kiosk - Black.....	455.15	500.65	637.20	_____
_____	72056	Display Counter - Black.....	504.00	554.40	705.60	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	301.40	331.55	421.95	_____
_____	850715*	Mobile Tablet Stand - Black.....	301.40	331.55	421.95	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	29.90	32.90	41.85	_____
_____	850712*	Wireless Printer Holder - Black.....	29.90	32.90	41.85	_____
_____	850713*	Charging Shelf - Black.....	29.90	32.90	41.85	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	105.50	116.05	147.70	_____
_____	220118	Chrome Sign Holder.....	105.50	116.05	147.70	_____
_____	750135	Round Literature Rack.....	219.10	241.00	306.75	_____
_____	750136	Flat Literature Rack.....	187.00	205.70	261.80	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY &amp; ACCESSORIES</b>						
Accessories (continued)						
_____	220109	Chrome Coat Tree.....	70.40	77.45	98.55	_____
_____	220134	Aluminum Easel.....	44.95	49.45	62.95	_____
_____	220110	Chrome Bag Rack.....	107.70	118.45	150.80	_____
_____	10201484	Floor Standing Bulletin Board.....	257.40	283.15	360.35	_____
_____	220106	Corrugated Wastebasket.....	19.40	21.35	27.15	_____
_____	220107	Wastebasket.....	25.85	28.45	36.20	_____

**Special Drape**

- Black    Blue    Brown    Green    Flax  
 Gold    Gray    Plum    Red    White

_____	12103	Special Drape 3'H (per ft.).....	22.75	25.05	31.85	_____
_____	12108	Special Drape 8'H (per ft.).....	22.75	25.05	31.85	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	6.5% Tax	Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

\*Asterisk indicates item is a Freeman Select furnishing

**FREEMAN furnishings**

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 before MAY 10, 2018.

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

**DEADLINE DATE  
MAY 10, 2018**

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

---

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

---

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

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**Package Option**

Includes: (1) 4' x 24" Black Draped Table  
(2) Limerick Chairs

**PRICE:  
\$174.45**

QUANTITY: \_\_\_\_\_

Freeman must receive this form along with your method of payment by May 10, 2018. Any forms received after May 10, 2018 will not be granted these specials rates and the exhibitor will be required to order these items al a carte at their standard rates. Should you have any questions please contact our Exhibitor Services Department at (407) 816-7900 or FreemanOrlandoES@freemanco.com.

TOTAL COST	
Sub-Total _____	+ Tax (6.5%)= TOTAL _____

# LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

---

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



01/17 | 55774

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018

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

NAME OF SHOW: SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

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**DISPLAY LABOR (One Hour Minimum per Worker)**

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$114.75	\$160.75
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 172.25	\$241.25
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 229.50	\$321.50

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

**INSTALLATION LABOR**

- Freeman Supervised Labor - Please complete the 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 (6.5%) = \$						_____
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 (6.5%) = \$						_____
Total Dismantle						= \$ _____

**FREEMAN installation & dismantle**

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

**Select a Carrier:**

**Freeman Exhibit Transportation:**

**Other Carrier:**

No need to schedule your outbound shipment.

Carrier Name: \_\_\_\_\_

Charges will appear on your Freeman invoice.

Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select Level of Service:**

1 Day: Delivery next business day

Standard Ground

2 Day: Delivery by 5:00 PM second business day

Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

**Freight Charges:**

Same as ship to

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

**Select Shipment Options (if applicable)**

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

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

Re-route via Freeman's choice

Deliver back to the warehouse at exhibitor's expense

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

# **Union Jurisdictions for Orlando, Florida**

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## **EXHIBIT INSTALLATION AND DISMANTLING**

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

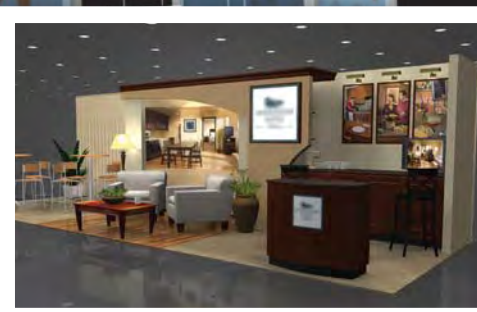
## **TIPPING**

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

## **SAFETY**

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





## Custom Exhibit Services

Make a lasting impression with turnkey solutions that provide convenience and affordability.

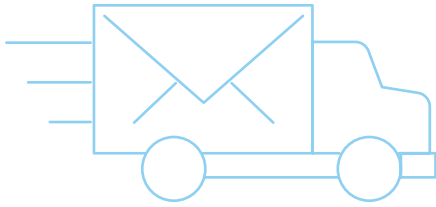
- Cost-effective, innovative, turnkey exhibit solutions
- Rental or purchase
- Award winning exhibit design
- Complete installation and dismantle services included
- Single point of contact from beginning to end

**The right exhibit design can invite interaction & engagement.**

For further information, please contact:

**Freeman Exhibitor Services** at **407-816-7900** or email **[FreemanOrlandoES@Freeman.com](mailto:FreemanOrlandoES@Freeman.com)**

**F R E E M A N**  
INNOVATION DEDICATED TO YOUR BRAND



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

## The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

## Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

\*Services apply to destinations anywhere in the Continental U.S.



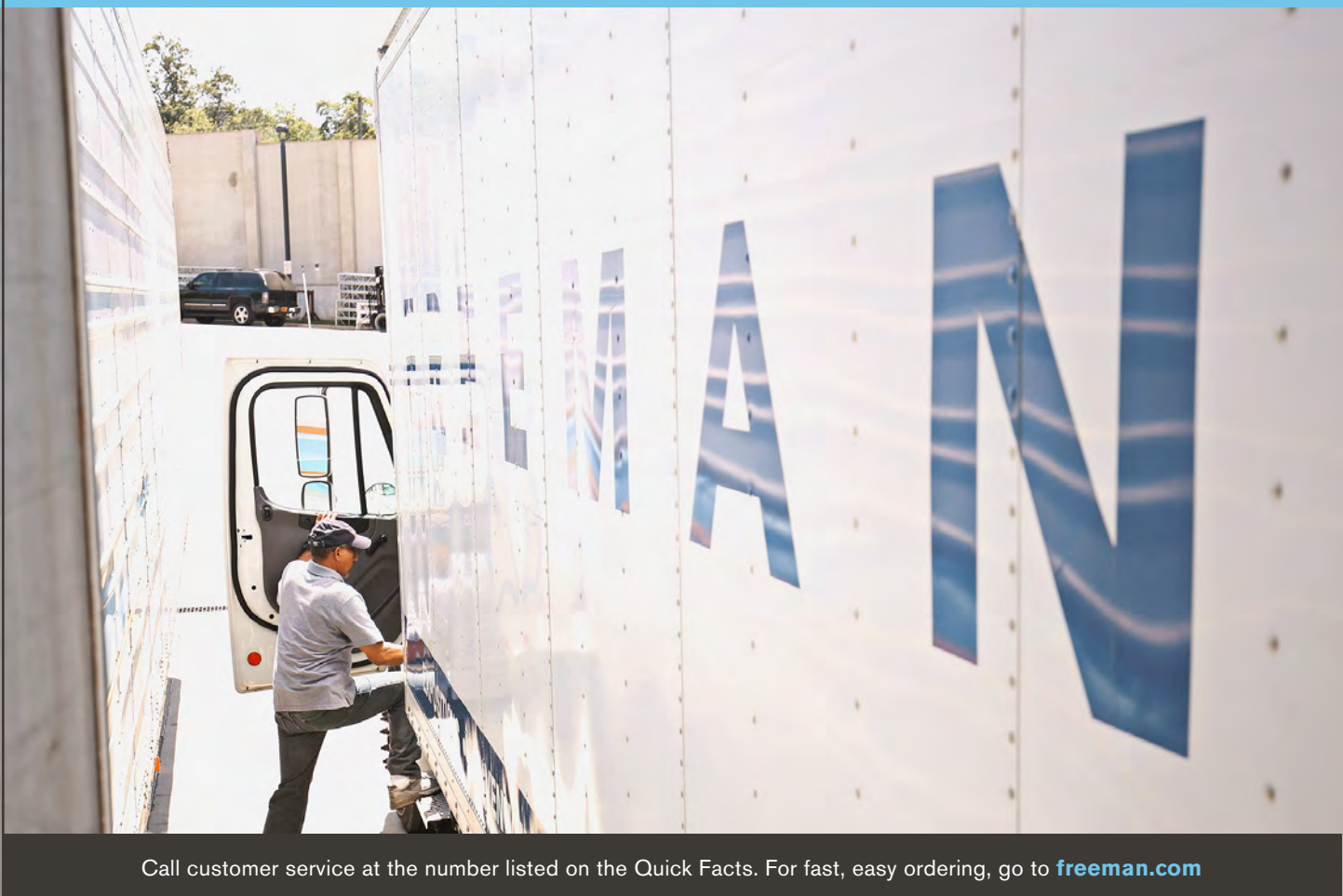
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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

## EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

### The Freeman Exhibit Transportation promise:

- // ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- // ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- // ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- // RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

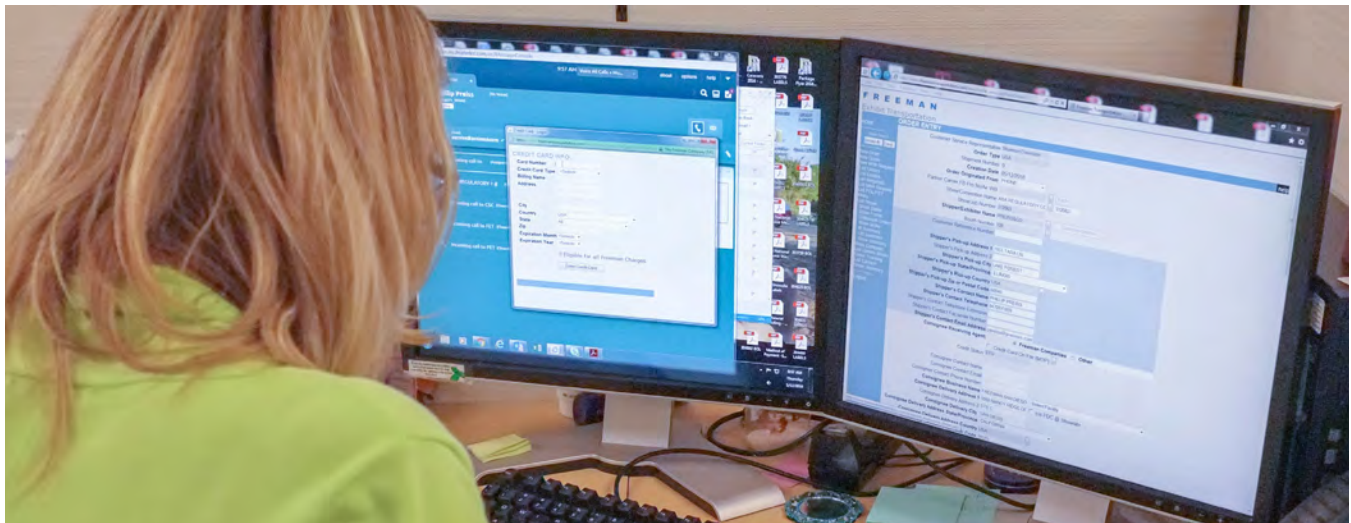
### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **freeman.com**

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at **exhibit.transportation@freeman.com**

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **international.freight@freeman.com**

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**



# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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.freeman.com](http://www.freeman.com)

## 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 US must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

#### DESTINATION

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

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

**SAPPHIRE NOW and ASUG Annual Conference**

C/O: FREEMAN  
10088 GENERAL DR  
ORLANDO, FL 32824

**MUST BE DELIVERED BY MAY 24, 2018**

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

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

**SAPPHIRE NOW and ASUG Annual Conference**

C/O: FREEMAN  
ORANGE COUNTY CONVENTION CENTER  
9400 UNIVERSAL BLVD  
ORLANDO, FL 32819-9340

**CANNOT BE DELIVERED BEFORE MAY 31, 2018**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

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

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

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (457458) \_\_\_\_\_

FREEMAN exhibit transportation

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;

(c) personal effects;

(d) and other inherently fragile or unique items, including prototypes, etc.

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

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

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

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

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

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

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

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

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman T possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. Y conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

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

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

PLEASE NOTE: HANGING SIGN  
RIGGING MUST BE ORDERED  
THROUGH ORANGE COUNTY  
CONVENTION CENTER

DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

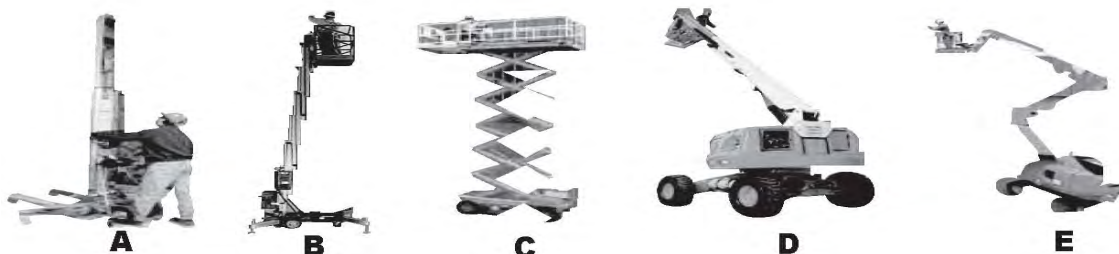
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

For Assistance, please call 407-816-7900 to speak with one of our experts.

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday  
 6:00 A.M. to 12:00 Midnight Saturday and Sunday  
**Double Time -** 12:00 Midnight to 6:00 A.M. and recognized holidays



Description	Advance Price	Show Site Price
A - Manual Equipment Lift with 1 man crew.....	\$205.25	\$287.50
A - Manual Equipment Lift with 1 man crew (OT).....	\$261.00	\$365.50
B - Electric Man Lift with 1 man crew.....	\$240.50	\$336.75
B - Electric Man Lift with 1 man crew (OT).....	\$296.00	\$414.50
C1 - 20' Scissorlift with 2 man crew.....	\$408.75	\$572.25
C1 - 20' Scissorlift with 2 man crew (OT).....	\$487.00	\$682.00
C2 - 26' Scissorlift with 2 man crew.....	Quote	Quote
C2 - 26' Scissorlift with 2 man crew (OT).....	Quote	Quote
D - Telescoping 60' Boom Lift with 2 man crew.....	\$562.25	\$787.25
D - Telescoping 60' Boom Lift with 2 man crew (OT).....	\$674.00	\$943.75
E - Articulating 40' Boom Lift with 2 man crew.....	\$537.75	\$753.00
E - Articulating 40' Boom Lift with 2 man crew (OT).....	\$649.25	\$909.00

### THEATRICAL EQUIPMENT

Please make sure to submit the Freeman Theatrical Labor Order Form along with the Rigging Equipment Order Form.

All Freeman rental equipment, overhead rigging, and flown objects must be assembled and disassembled by Freeman.

_____ One Ton Hoist.....\$624.20	\$ _____	_____ Half Ton Hoist.....\$485.50	\$ _____
_____ 20.5" Silver Box Truss (per foot)...\$27.30	\$ _____	_____ Small Rotator.....\$522.80	\$ _____
_____ 12" Silver Box Truss (per foot).....\$24.30	\$ _____	_____ Large Rotator.....\$522.80	\$ _____
_____ 20.5" Black Box Truss (per foot)...\$27.30	\$ _____	_____ 12" Black Box Truss (per foot).....\$24.30	\$ _____

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(6.5%)	
							Total	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(6.5%)	
							Total	

FREEMAN truss & theatrical equipment rental



# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

DISCOUNT PRICE  
DEADLINE DATE  
MAY 10, 2018

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

# FREEMAN Theatrical Labor

NAME OF SHOW: SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018

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

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

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

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

## THEATRICAL LABOR (Five Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 131.25	\$183.75
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 197.00	\$276.00
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 262.50	\$367.50

- **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.
- Eight hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor
- Labor must be canceled in writing, 24 hours in advance to avoid a one (5) hour cancellation fee per worker.
- **Please include setup plan/photo & special instructions with this order.**

## INSTALLATION LABOR

**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 _____	= _____	@ \$ _____	= \$ _____
						Tax (6.5%) = \$ _____
						Total Installation = \$ _____

## DISMANTLE LABOR

**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 _____	= _____	@ \$ _____	= \$ _____
						Tax (6.5%) = \$ _____
						Total Dismantle = \$ _____

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

**PLEASE INCLUDE THIS FORM  
WITH YOUR TRUSS OR  
HANGING SIGN ORDER FORM**

**PLEASE NOTE: HANGING SIGN RIGGING MUST BE ORDERED THROUGH  
ORANGE COUNTY CONVENTION CENTER**

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

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\_\_\_\_\_, the contracted exhibitor at the **SAPPHIRE NOW AND ASUG ANNUAL CONFERENCE** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

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

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Please complete and return form to:**

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

**FREEMAN structural integrity statement**

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call 407-816-7900 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.**  
Log on to [www.freeman.com](http://www.freeman.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, no documentation, and shipments that require additional time, equipment or labor to unload.  
(See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200LB Minimum
-------------	---------------	---------------

**RATE CLASSIFICATIONS:**

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 91.50	183.00
Special Handling Shipment.....	\$119.00	238.00
Carpet and/or Pad Only Shipment.....	\$137.25	274.50
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 85.50	171.00
Special Handling Shipment.....	\$111.25	222.50
Uncrated or Pad Wrapped Shipment.....	\$128.25	256.50
Carpet and/or Pad Only Shipment.....	\$128.25	256.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 40.00	

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

<b>Cart Service - Intended for "privately owned vehicles"</b>		
Per Trip.....	\$ 113.25	

\*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine.

**ADDITIONAL SURCHARGES:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline <b>MAY 24, 2018</b> .....	\$ 23.00	46.00
Show Site Shipment after Deadline <b>JUNE 04, 2018</b> .....	\$ 21.50	43.00

<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 21.50	43.00
Special Handling Shipment.....	\$ 28.00	56.00
Uncrated or Pad Wrapped Shipment.....	\$ 32.25	64.50
Carpet and/or Pad Only Shipment.....	\$ 32.25	64.50

<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 21.50	43.00
Special Handling Shipment.....	\$ 28.00	56.00
Uncrated or Pad Wrapped Shipment.....	\$ 32.25	64.50
Carpet and/or Pad Only Shipment.....	\$ 32.25	64.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Tax(6.5%)</b>	
			<b>Total</b>	

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

**OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS**

NAME OF SHOW: **SAPPHIRE NOW and ASUG Annual Conference / June 05 - 07, 2018**

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

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

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

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

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

**Select a Carrier:**

**Freeman Exhibit Transportation**       **Other Carrier**

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

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

**Select Desired Number of Labels:** \_\_\_\_\_

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

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.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, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

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

## **What is Constricted Space Loading/Unloading?**

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

## **What is Designated Piece Loading/Unloading?**

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

## **What is Alternate Delivery Location?**

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

## **What are Mixed Shipments?**

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

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

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

## **What is the difference between Crated and Uncrated Shipments?**

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

## **What about carpet only shipments?**

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

***DO NOT DELAY***

***DO NOT DELAY***

***CANNOT DELIVER BEFORE MAY 31, 2018***

***CANNOT DELIVER BEFORE MAY 31, 2018***

**TO:**

*EXHIBITOR NAME*

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**ORANGE COUNTY CONVENTION CENTER  
NORTH / SOUTH BUILDING**

**9400 UNIVERSAL BLVD**

**ORLANDO, FL 32819-9340**

**C/O: FREEMAN**

**ORANGE COUNTY CONVENTION CENTER  
NORTH / SOUTH BUILDING**

**9400 UNIVERSAL BLVD**

**ORLANDO, FL 32819-9340**

**SHOW SITE**

**SHOW SITE**

***SAPPHIRE NOW and ASUG Annual  
Conference***

**EVENT:**

***SAPPHIRE NOW and ASUG Annual  
Conference***

**EVENT:**

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

**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**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 01, 2018**

**RECEIVING DATE BEGINS: MAY 01, 2018**

**DEADLINE DATE IS: MAY 24, 2018**

**DEADLINE DATE IS: MAY 24, 2018**

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

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

**C/O: FREEMAN**  
10088 GENERAL DR  
ORLANDO, FL 32824

**C/O: FREEMAN**  
10088 GENERAL DR  
ORLANDO, FL 32824

**WAREHOUSE**

**EVENT:** \_\_\_\_\_  
*SAPPHIRE NOW and ASUG Annual Conference*

**WAREHOUSE**

**EVENT:** \_\_\_\_\_  
*SAPPHIRE NOW and ASUG Annual Conference*

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

**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.



**Show Name:** SAPPHIRE NOW and ASUG Annual Conference  
**Incentive Deadline Date:** May 4, 2018  
**Base Rates Start On/After:** May 5, 2018  
**OCCC Exhibitor Services Coordinator:** Wanda Thomas  
**Direct Phone:** (407) 685-1507  
**Contact Email:** Wanda.Thomas@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

### How To Order OCCC Services:

**Order Online:**

[www.occc.net/exhibitor](http://www.occc.net/exhibitor)

**Order via Email:**

[Exhibitor.Services@occc.net](mailto:Exhibitor.Services@occc.net)

**Fax:**

(407) 685-9884

**Mail:**

OCCC Exhibitor Services  
9860 Universal Blvd.  
Orlando, FL 32819-8199

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email [Exhibitor.Services@occc.net](mailto:Exhibitor.Services@occc.net) or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

### OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram MUST be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment AND finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.

### OCCC Payment Options:

**Credit / Debit Cards:** OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

**Company Checks:** Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

**Electronic Funds Transfers (Wire & ACH):** OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

**Third Party Billings:** Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

**The Orange County Convention Center's Taxpayer Identification Number (TIN) is 59-600077.**

**EVENT: SAPPHIRE NOW and ASUG Annual Conference**

<b>EXHIBITOR</b>	EXHIBITING COMPANY: _____
	PHONE: _____ FAX: _____
	ADDRESS: _____
	CITY: _____ STATE: _____
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
<b>BILLING</b>	BILL-TO COMPANY (IF DIFFERENT): _____
	ORDER CONTACT NAME: _____
	ADDRESS: _____
	CITY: _____ STATE: _____
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
	PHONE: _____ FAX: _____
ORDER CONTACT EMAIL: _____	EMAIL FOR INVOICES: _____

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

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

BOOTH TYPE:

INLINE       ISLAND

PENINSULA       OTHER

I AM:

THE EXHIBITOR

A 3RD PARTY (EAC/I&D):

**\*\*THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED\*\***

<p><b>SAPPHIRE NOW and ASUG Annual Conference</b></p> <p><b>Incentive Deadline Date: May 4, 2018</b></p> <p>To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: <b>May 4, 2018</b></p>	<p><b>Place Your Order Online or Via Email or Fax:</b></p> <p><b>Order Online:</b> www.occc.net/exhibitor</p> <p><b>Email Forms:</b> exhibitor.services@occc.net</p> <p><b>Send Via Fax:</b> (407) 685-9884</p> <p><b>Call:</b> (800) 345-9898</p>	<p><b>OCCC Mailing Address:</b></p> <p>Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199</p>
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**COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

**ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

**\*ACH Payments now available Online**

**CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE:  VISA     MASTERCARD     AMERICAN EXPRESS

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

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

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____	SIGNATURE: _____
NAME: _____	SIGNATURE: _____
NAME: _____	SIGNATURE: _____

EVENT: **SAPPHIRE NOW and ASUG Annual Conference** BOOTH #: \_\_\_\_\_

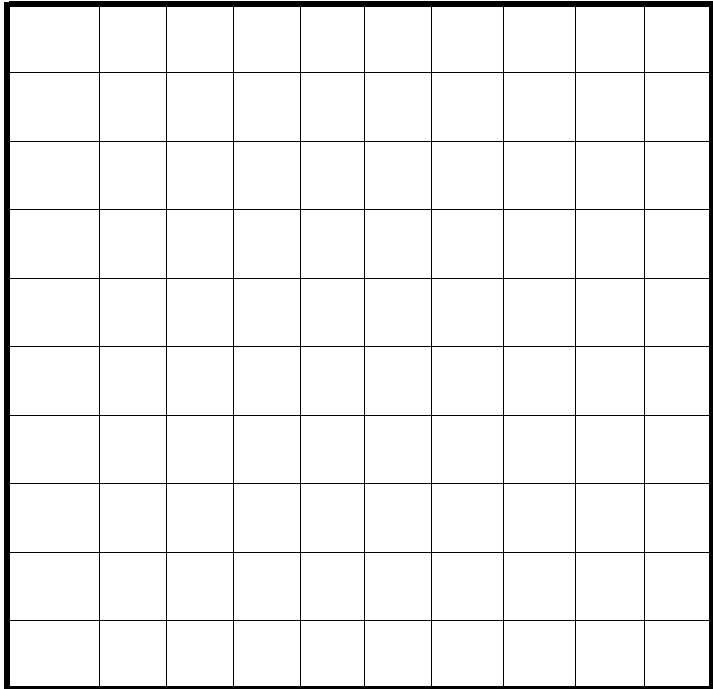
EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
		May 4, 2018				May 5, 2018				May 25, 2018
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
	120V 5 Amp (500w) Single Outlet*	\$114.16	\$11.42	\$7.42	<b>\$133.00</b>	\$183.69	\$18.37	\$11.94	<b>\$214.00</b>	
	120V 10 Amp (1000w) Single Outlet*	\$130.47	\$13.05	\$8.48	<b>\$152.00</b>	\$209.45	\$20.95	\$13.61	<b>\$244.01</b>	
	120V 15 Amp (1500w) Single Outlet*	\$146.78	\$14.68	\$9.54	<b>\$171.00</b>	\$236.05	\$23.61	\$15.34	<b>\$275.00</b>	
	120V 20 Amp (2000w) Single Outlet*	\$163.95	\$16.40	\$10.66	<b>\$191.00</b>	\$257.51	\$25.75	\$16.74	<b>\$300.00</b>	
Select Any Related and/or Required Services										
	Ceiling Drop Charge†				<b>\$262.00</b>				<b>\$388.00</b>	
	25' Extension Cord	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>	
	Six Outlet Power Strip	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>	
*Labor, Placement & 24-Hour Power <u>Included</u> † <u>Required</u> For All Ceiling Drops										<b>TOTAL:</b>

**ALL ISLAND BOOTHS ARE REQUIRED TO SUBMIT FLOOR PLAN TO PREVENT DELAY OF POWER INSTALLATION.  
PLACEMENT OF ALL INLINE BOOTH POWER WILL BE BACK CENTER OF BOOTH. IF NON-STANDARD LOCATION IS NEEDED A FLOOR PLAN MUST BE SUBMITTED.**

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_



ADJACENT BOOTH  
OR AISLE #:

\_\_\_\_\_

ADJACENT BOOTH  
OR AISLE #:

\_\_\_\_\_

FRONT OF BOOTH - AISLE # \_\_\_\_\_

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **SAPPHIRE NOW and ASUG Annual Conference**

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

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity		May 4, 2018				May 5, 2018				May 25, 2018
Floor	Ceiling	Item Description								Subtotal
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	
<b>208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
		208V 20 Amp Single Phase*	\$210.30	\$21.03	\$13.67	<b>\$245.00</b>	\$338.20	\$33.82	\$21.98	<b>\$394.00</b>
		208V 30 Amp Single Phase*	\$278.11	\$27.81	\$18.08	<b>\$324.00</b>	\$444.64	\$44.46	\$28.90	<b>\$518.01</b>
		208V 40 Amp Single Phase*	\$342.49	\$34.25	\$22.26	<b>\$399.00</b>	\$545.07	\$54.51	\$35.43	<b>\$635.01</b>
		208V 50 Amp Single Phase*	\$425.75	\$42.58	\$27.67	<b>\$496.00</b>	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>
		208V 60 Amp Single Phase*	\$512.45	\$51.25	\$33.31	<b>\$597.00</b>	\$807.73	\$80.77	\$52.50	<b>\$941.00</b>
		208V 80 Amp Single Phase*	\$666.95	\$66.70	\$43.35	<b>\$777.00</b>	\$1,066.95	\$106.70	\$69.35	<b>\$1,243.00</b>
		208V 100 Amp Single Phase*	\$853.22	\$95.32	\$55.46	<b>\$994.00</b>	\$1,363.95	\$136.40	\$88.66	<b>\$1,589.00</b>
N/A		208V 150 Amp Single Phase*	\$1,084.11	\$70.47	\$108.42	<b>\$1,263.00</b>	\$1,733.90	\$112.71	\$173.39	<b>\$2,020.00</b>
		208V 200 Amp Single Phase*	\$1,446.34	\$94.02	\$144.64	<b>\$1,685.00</b>	\$2,315.01	\$150.48	\$231.51	<b>\$2,697.00</b>
		208V 400 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75	<b>\$5,391.00</b>
<b>208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
		208V 20 Amp Three Phase*	\$322.75	\$32.28	\$20.98	<b>\$376.00</b>	\$518.46	\$51.85	\$33.70	<b>\$604.01</b>
		208V 30 Amp Three Phase*	\$462.66	\$46.27	\$30.07	<b>\$539.00</b>	\$742.49	\$74.25	\$48.26	<b>\$865.00</b>
		208V 40 Amp Three Phase*	\$588.84	\$58.88	\$38.27	<b>\$686.00</b>	\$943.35	\$94.34	\$61.32	<b>\$1,099.00</b>
		208V 50 Amp Three Phase*	\$464.38	\$46.44	\$30.18	<b>\$541.00</b>	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>
		208V 60 Amp Three Phase*	\$881.55	\$88.16	\$57.30	<b>\$1,027.01</b>	\$1,413.73	\$141.37	\$91.89	<b>\$1,647.00</b>
		208V 80 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,884.12	\$188.41	\$122.47	<b>\$2,195.00</b>
		208V 100 Amp Three Phase*	\$1,472.10	\$147.21	\$95.69	<b>\$1,715.00</b>	\$2,356.22	\$235.62	\$153.15	<b>\$2,745.00</b>
N/A		208V 150 Amp Three Phase*	\$1,872.10	\$121.69	\$187.21	<b>\$2,181.00</b>	\$2,993.99	\$194.61	\$299.40	<b>\$3,488.00</b>
		208V 200 Amp Three Phase*	\$2,495.27	\$162.20	\$249.53	<b>\$2,907.00</b>	\$3,993.12	\$259.56	\$399.32	<b>\$4,652.00</b>
		208V 400 Amp Three Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41	<b>\$10,781.00</b>
<b>Select Any Related and/or Required Services</b>										
		Ceiling Drop Charge†				<b>\$262.00</b>				<b>\$388.00</b>
		25' Extension Cord	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>
		Six Outlet Power Strip	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>
		150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74	<b>\$176.00</b>
		400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90	<b>\$195.00</b>
		<input type="checkbox"/> <b>CHECK HERE IF NO PLUG RENTAL NEEDED</b>								
*Labor, Placement & 24-Hour Power Included † Required For All Ceiling Drops ‡ Required For Each 208V Connection										<b>TOTAL:</b>

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **SAPPHIRE NOW and ASUG Annual Conference**

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

EXHIBITING COMPANY: \_\_\_\_\_

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

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:		
Quantity		May 4, 2018				May 5, 2018				May 25, 2018		
Floor	Ceiling	Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
<b>240V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>												
<b>NOT AVAILABLE</b>		240V 20 Amp Single Phase*	\$375.97	\$37.60	\$24.44	<b>\$438.01</b>	\$601.72	\$60.17	\$39.11		<b>\$701.00</b>	
		240V 30 Amp Single Phase*	\$493.56	\$49.36	\$32.08	<b>\$575.00</b>	\$790.56	\$79.06	\$51.39		<b>\$921.00</b>	
		240V 40 Amp Single Phase*	\$637.77	\$63.78	\$41.46	<b>\$743.00</b>	\$1,018.88	\$101.89	\$66.23		<b>\$1,187.00</b>	
		240V 50 Amp Single Phase*	\$794.85	\$79.49	\$51.67	<b>\$926.00</b>	\$1,272.96	\$127.30	\$82.74		<b>\$1,483.00</b>	
		240V 60 Amp Single Phase*	\$957.94	\$95.79	\$62.27	<b>\$1,116.00</b>	\$1,533.05	\$153.31	\$99.65		<b>\$1,786.00</b>	
		240V 80 Amp Single Phase*	\$1,247.21	\$124.72	\$81.07	<b>\$1,453.00</b>	\$1,995.71	\$199.72	\$129.72		<b>\$2,325.00</b>	
		240V 100 Amp Single Phase*	\$1,593.99	\$159.40	\$103.61	<b>\$1,857.00</b>	\$2,551.93	\$255.19	\$165.88		<b>\$2,973.00</b>	
		240V 150 Amp Single Phase*	\$2,167.38	\$140.88	\$216.74	<b>\$2,525.00</b>	\$3,466.94	\$225.36	\$346.70		<b>\$4,039.00</b>	
		240V 200 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75		<b>\$5,391.00</b>	
		240V 400 Amp Single Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41		<b>\$10,781.00</b>	
<b>240V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>												
<b>NOT AVAILABLE</b>		240V 20 Amp Three Phase*	\$578.54	\$57.85	\$37.61	<b>\$674.00</b>	\$924.46	\$92.45	\$60.09		<b>\$1,077.00</b>	
		240V 30 Amp Three Phase*	\$824.03	\$82.40	\$53.56	<b>\$959.99</b>	\$1,322.75	\$132.28	\$85.98		<b>\$1,541.00</b>	
		240V 40 Amp Three Phase*	\$1,100.43	\$110.04	\$71.53	<b>\$1,282.00</b>	\$1,760.52	\$176.05	\$114.43		<b>\$2,051.01</b>	
		240V 50 Amp Three Phase*	\$1,412.02	\$141.20	\$91.78	<b>\$1,645.00</b>	\$2,200.86	\$220.09	\$143.06		<b>\$2,564.00</b>	
		240V 60 Amp Three Phase*	\$1,647.21	\$164.72	\$107.07	<b>\$1,919.00</b>	\$2,640.34	\$264.03	\$171.62		<b>\$3,076.00</b>	
		240V 80 Amp Three Phase*	\$2,200.86	\$220.09	\$143.06	<b>\$2,564.00</b>	\$3,523.61	\$352.36	\$229.03		<b>\$4,105.01</b>	
		240V 100 Amp Three Phase*	\$3,645.49	\$364.55	\$236.96	<b>\$4,247.00</b>	\$4,402.58	\$440.26	\$286.17		<b>\$5,129.01</b>	
		240V 150 Amp Three Phase*	\$3,742.48	\$243.27	\$374.25	<b>\$4,360.00</b>	\$5,988.83	\$389.28	\$598.89		<b>\$6,977.00</b>	
		240V 200 Amp Three Phase*	\$4,990.55	\$324.39	\$499.06	<b>\$5,814.00</b>	\$7,986.26	\$519.11	\$798.63		<b>\$9,304.00</b>	
		240V 400 Amp Three Phase*	\$11,565.66	\$751.77	\$1,156.57	<b>\$13,474.00</b>	\$18,505.57	\$1,202.87	\$1,850.56		<b>\$21,559.00</b>	
<b>480V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>												
<b>NOT AVAILABLE</b>		480V 20 Amp Single Phase*	\$421.46	\$42.15	\$27.39	<b>\$491.00</b>	\$676.40	\$67.64	\$43.97		<b>\$788.01</b>	
		480V 30 Amp Single Phase*	\$554.51	\$55.45	\$36.04	<b>\$646.00</b>	\$888.41	\$88.84	\$57.75		<b>\$1,035.00</b>	
		480V 40 Amp Single Phase*	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>	\$1,090.13	\$109.01	\$70.86		<b>\$1,270.00</b>	
		480V 50 Amp Single Phase*	\$850.64	\$85.06	\$55.29	<b>\$991.00</b>	\$1,362.23	\$136.22	\$88.54		<b>\$1,587.00</b>	
		480V 60 Amp Single Phase*	\$1,023.18	\$102.32	\$66.51	<b>\$1,192.00</b>	\$1,638.63	\$163.86	\$106.51		<b>\$1,909.00</b>	
		480V 80 Amp Single Phase*	\$1,334.76	\$133.48	\$86.76	<b>\$1,555.00</b>	\$2,135.62	\$213.56	\$138.82		<b>\$2,488.00</b>	
		480V 100 Amp Single Phase*	\$1,705.58	\$170.56	\$110.86	<b>\$1,987.00</b>	\$2,729.61	\$272.96	\$177.42		<b>\$3,180.00</b>	
		480V 150 Amp Single Phase*	\$2,167.38	\$140.88	\$216.74	<b>\$2,525.00</b>	\$3,466.94	\$225.36	\$346.70		<b>\$4,039.00</b>	
		480V 200 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75		<b>\$5,391.00</b>	
		480V 400 Amp Single Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41		<b>\$10,781.00</b>	
<b>480V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>												
<b>NOT AVAILABLE</b>		480V 20 Amp Three Phase*	\$648.93	\$64.89	\$42.18	<b>\$756.00</b>	\$1,038.63	\$103.86	\$67.51		<b>\$1,210.00</b>	
		480V 30 Amp Three Phase*	\$951.76	\$95.18	\$61.86	<b>\$1,108.80</b>	\$1,482.40	\$148.24	\$96.36		<b>\$1,727.00</b>	
		480V 40 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,883.26	\$188.33	\$122.41		<b>\$2,194.00</b>	
		480V 50 Amp Three Phase*	\$1,471.25	\$147.13	\$95.63	<b>\$1,714.01</b>	\$2,353.65	\$235.37	\$152.99		<b>\$2,742.00</b>	
		480V 60 Amp Three Phase*	\$1,762.23	\$176.22	\$114.54	<b>\$2,053.00</b>	\$2,824.03	\$282.40	\$183.56		<b>\$3,289.99</b>	
		480V 80 Amp Three Phase*	\$2,353.65	\$235.37	\$152.99	<b>\$2,742.00</b>	\$3,770.82	\$377.08	\$245.10		<b>\$4,393.01</b>	
		480V 100 Amp Three Phase*	\$2,944.21	\$294.42	\$191.37	<b>\$3,430.00</b>	\$4,710.73	\$471.07	\$306.20		<b>\$5,488.00</b>	
		480V 150 Amp Three Phase*	\$3,742.48	\$243.27	\$374.25	<b>\$4,360.00</b>	\$5,988.83	\$389.28	\$598.89		<b>\$6,977.00</b>	
		480V 200 Amp Three Phase*	\$4,990.55	\$324.39	\$499.06	<b>\$5,814.00</b>	\$7,986.26	\$519.11	\$798.63		<b>\$9,304.00</b>	
		480V 400 Amp Three Phase*	\$11,565.66	\$751.77	\$1,156.57	<b>\$13,474.00</b>	\$18,505.57	\$1,202.87	\$1,850.56		<b>\$21,559.00</b>	
<b>Select Any Related and/or Required Services</b>												
		Ceiling Drop Charge†				<b>\$262.00</b>						<b>\$388.00</b>
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98		<b>\$98.00</b>	
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98		<b>\$98.00</b>	
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98		<b>\$98.00</b>	
		150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74		<b>\$176.00</b>	
		400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90		<b>\$195.00</b>	
	<input type="checkbox"/>	<b>CHECK HERE IF NO PLUG RENTAL NEEDED</b>										
*Labor, Placement & 24-Hour Power Included      † Required For All Ceiling Drops      ‡ Required For Each Connection												<b>TOTAL:</b>

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **SAPPHIRE NOW and ASUG Annual Conference**

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

EXHIBITING COMPANY: \_\_\_\_\_

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

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity	Item Description	May 4, 2018				May 5, 2018				May 25, 2018
Ceiling Only		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
<b>220V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	220V 20 Amp Single Phase*	\$375.97	\$37.60	\$24.44	<b>\$438.01</b>	\$601.72	\$60.17	\$39.11	<b>\$701.00</b>	
	220V 30 Amp Single Phase*	\$493.56	\$49.36	\$32.08	<b>\$575.00</b>	\$790.56	\$79.06	\$51.39	<b>\$921.00</b>	
	220V 40 Amp Single Phase*	\$637.77	\$63.78	\$41.46	<b>\$743.00</b>	\$1,018.88	\$101.89	\$66.23	<b>\$1,187.00</b>	
	220V 50 Amp Single Phase*	\$794.85	\$79.49	\$51.67	<b>\$926.00</b>	\$1,272.96	\$127.30	\$82.74	<b>\$1,483.00</b>	
	220V 60 Amp Single Phase*	\$957.94	\$95.79	\$62.27	<b>\$1,116.00</b>	\$1,533.05	\$153.31	\$99.65	<b>\$1,786.00</b>	
	220V 80 Amp Single Phase*	\$1,247.21	\$124.72	\$81.07	<b>\$1,453.00</b>	\$1,995.71	\$199.57	\$129.72	<b>\$2,325.00</b>	
	220V 100 Amp Single Phase*	\$1,593.99	\$159.40	\$103.61	<b>\$1,857.00</b>	\$2,551.93	\$255.19	\$165.88	<b>\$2,973.00</b>	
	220V 150 Amp Single Phase*	\$2,167.38	\$140.88	\$216.74	<b>\$2,525.00</b>	\$3,466.94	\$225.36	\$346.70	<b>\$4,039.00</b>	
	220V 200 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75	<b>\$5,391.00</b>	
	220V 400 Amp Single Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41	<b>\$10,781.00</b>	
<b>380V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	380V 20 Amp Single Phase*	\$401.72	\$40.17	\$26.11	<b>\$468.00</b>	\$643.78	\$64.38	\$41.85	<b>\$750.00</b>	
	380V 30 Amp Single Phase*	\$528.76	\$52.88	\$34.37	<b>\$616.01</b>	\$847.21	\$84.72	\$55.07	<b>\$987.00</b>	
	380V 40 Amp Single Phase*	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>	\$1,090.13	\$109.01	\$70.86	<b>\$1,270.00</b>	
	380V 50 Amp Single Phase*	\$850.64	\$85.06	\$55.29	<b>\$991.00</b>	\$1,362.23	\$136.22	\$88.54	<b>\$1,587.00</b>	
	380V 60 Amp Single Phase*	\$1,023.18	\$102.32	\$66.51	<b>\$1,192.00</b>	\$1,638.63	\$163.86	\$106.51	<b>\$1,909.00</b>	
	380V 80 Amp Single Phase*	\$1,334.76	\$133.48	\$86.76	<b>\$1,555.00</b>	\$2,406.01	\$240.60	\$156.39	<b>\$2,803.00</b>	
	380V 100 Amp Single Phase*	\$1,705.58	\$170.56	\$110.86	<b>\$1,987.00</b>	\$2,729.61	\$272.96	\$177.42	<b>\$3,180.00</b>	
	380V 150 Amp Single Phase*	\$2,167.38	\$216.74	\$140.88	<b>\$2,525.00</b>	\$3,466.94	\$346.70	\$225.36	<b>\$4,039.00</b>	
	380V 200 Amp Single Phase*	\$2,891.84	\$289.19	\$187.97	<b>\$3,369.00</b>	\$4,627.46	\$462.75	\$300.79	<b>\$5,391.00</b>	
	380V 400 Amp Single Phase*	\$5,782.82	\$578.29	\$375.89	<b>\$6,737.00</b>	\$9,254.07	\$925.41	\$601.52	<b>\$10,781.00</b>	
<b>380V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	380V 20 Amp Three Phase*	\$618.88	\$61.89	\$40.23	<b>\$721.00</b>	\$988.84	\$98.88	\$64.27	<b>\$1,152.00</b>	
	380V 30 Amp Three Phase*	\$881.55	\$88.16	\$57.30	<b>\$1,027.01</b>	\$1,413.73	\$141.37	\$91.89	<b>\$1,647.00</b>	
	380V 40 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,883.26	\$188.33	\$122.41	<b>\$2,194.00</b>	
	380V 50 Amp Three Phase*	\$1,471.25	\$147.13	\$95.63	<b>\$1,714.01</b>	\$2,353.65	\$235.37	\$152.99	<b>\$2,742.00</b>	
	380V 60 Amp Three Phase*	\$1,762.23	\$176.22	\$114.54	<b>\$2,053.00</b>	\$2,824.03	\$282.40	\$183.56	<b>\$3,289.99</b>	
	380V 80 Amp Three Phase*	\$2,353.65	\$235.37	\$152.99	<b>\$2,742.00</b>	\$3,770.82	\$377.08	\$245.10	<b>\$4,393.01</b>	
	380V 100 Amp Three Phase*	\$2,944.21	\$294.42	\$191.37	<b>\$3,430.00</b>	\$4,710.73	\$471.07	\$306.20	<b>\$5,488.00</b>	
	380V 150 Amp Three Phase*	\$3,742.48	\$243.27	\$374.25	<b>\$4,360.00</b>	\$5,988.83	\$389.28	\$598.89	<b>\$6,977.00</b>	
	380V 200 Amp Three Phase*	\$4,990.55	\$324.39	\$499.06	<b>\$5,814.00</b>	\$7,986.26	\$519.11	\$798.63	<b>\$9,304.00</b>	
	380V 400 Amp Three Phase*	\$11,565.66	\$751.77	\$1,156.57	<b>\$13,474.00</b>	\$18,505.57	\$1,202.87	\$1,850.56	<b>\$21,559.00</b>	
Select Any Related and/or Required Services										
<b>REQUIRED</b>	Ceiling Drop Charge†				<b>\$262.00</b>				<b>\$388.00</b>	
	20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74	<b>\$176.00</b>	
	400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90	<b>\$195.00</b>	
<b>CHECK HERE IF NO PLUG RENTAL NEEDED</b>										
										<b>TOTAL:</b>

\*Labor, Placement & 24-Hour Power Included

†Required For All Orders

‡ Required For Each Connection

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
  - Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
  - OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
  - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
  - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
  - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **SAPPHIRE NOW and ASUG Annual Conference**

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

EXHIBITING COMPANY: \_\_\_\_\_

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

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity	Item Description	May 4, 2018				May 5, 2018				May 25, 2018
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
L I G H T S	<b>Aerial Par Can Light†</b>	\$266.66		\$17.34	<b>\$284.00</b>	\$450.00		\$29.25	<b>\$479.25</b>	
	<b>Overhead Lights Out, Per Pod</b>	<i>Per Show Management Approval</i>			<b>\$55.00</b>	<i>Per Show Management Approval</i>			<b>\$75.00</b>	
P L U M B I N G	<b>Water Service Connection*</b> 1/2 FPT Service Outlet	\$190.55	\$19.06	\$12.39	<b>\$222.00</b>	\$307.29	\$30.73	\$19.98	<b>\$358.00</b>	
	<b>Drain Service Connection*</b> 1/2 FPT Service Outlet	\$170.89		\$11.11	<b>\$182.00</b>	\$272.00		\$17.70	<b>\$290.00</b>	
	<b>Water Fill &amp; Drain*</b> 1-99 Gallons	\$80.68	\$8.07	\$5.25	<b>\$94.00</b>	\$128.75	\$12.88	\$8.37	<b>\$150.00</b>	
	<b>Water Fill &amp; Drain*</b> 100-299 Gallons	\$162.22	\$16.23	\$10.55	<b>\$189.00</b>	\$259.22	\$25.93	\$16.85	<b>\$302.00</b>	
	<b>Water Fill &amp; Drain*</b> 300-500 Gallons	\$232.61	\$23.27	\$15.12	<b>\$271.00</b>	\$375.10	\$37.51	\$24.39	<b>\$437.00</b>	
	<b>Water Fill &amp; Drain*</b> Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	<b>\$39.00</b>	\$58.36	\$5.84	\$3.80	<b>\$68.00</b>	
	<b>30 Gallon Hot Water Heater*</b>	\$317.37		\$20.63	<b>\$338.00</b>	\$476.05		\$30.95	<b>\$507.00</b>	
	<b>80 Gallon Hot Water Heater*</b> Quick Recovery Type	\$317.37		\$20.63	<b>\$338.00</b>	\$476.05		\$30.95	<b>\$507.00</b>	
	<b>120 Gallon Hot Water Heater*</b> Quick Recovery Type	\$634.74		\$41.26	<b>\$676.00</b>	\$634.74		\$41.26	<b>\$676.00</b>	
	<b>Single Beauty Sink*</b> with Hot Water Heater	\$329.57		\$21.43	<b>\$351.00</b>	\$492.95		\$32.05	<b>\$525.00</b>	
<b>Single Utility Sink*</b> with Hot Water Heater	\$329.57		\$21.43	<b>\$351.00</b>	\$492.95		\$32.05	<b>\$525.00</b>		
<b>Single Utility Sink*</b> without Hot Water Heater	\$232.86		\$15.14	<b>\$248.00</b>	\$352.11		\$22.89	<b>\$375.00</b>		
<b>Triple Kitchen Sink*</b> with Hot Water Heater & Disposal	\$722.06		\$46.94	<b>\$769.00</b>	\$1,053.52		\$68.48	<b>\$1,122.00</b>		
G A S E S	<b>Air Service Connection*</b> 1/2 FPT Service Outlet, 90 PSI max.	\$265.72		\$17.28	<b>\$283.00</b>	\$362.44		\$23.56	<b>\$386.00</b>	
	<b>LP (Liquid Propane) Gas*</b> 5lb Tank	\$59.22	\$5.93	\$3.85	<b>\$69.00</b>	\$72.10	\$7.21	\$4.69	<b>\$84.00</b>	
	<b>LP (Liquid Propane) Gas*</b> Each Additional 5lb Tank	\$41.20	\$4.12	\$2.68	<b>\$48.00</b>	\$49.78	\$4.98	\$3.24	<b>\$58.00</b>	
	<b>Natural Gas Connection†</b> 1 - 50,000 BTUs Hook-Up	\$256.64	\$25.67	\$16.69	<b>\$299.00</b>	<b>Only Available in West Hall B and the N/S Building. To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date</b>				
	<b>Natural Gas Connection†</b> 50,001 - 100,000 BTUs Hook-Up	\$315.86	\$31.59	\$20.53	<b>\$367.98</b>					
	<b>Natural Gas Connection†</b> 100,001 - 150,000 BTUs Hook-Up	\$375.08	\$37.51	\$24.38	<b>\$436.97</b>					
	<b>Natural Gas Connection†</b> 150,001 - 200,000 BTUs Hook-Up	\$434.30	\$43.43	\$28.23	<b>\$505.96</b>					
	<b>Natural Gas - additional BTUs†</b> 200,001 - 250,000 BTUs Hook-Up	\$493.52	\$49.36	\$32.08	<b>\$574.96</b>					
<b>Natural Gas - additional BTUs†</b> Over 250,000 BTUs Hook-Up	\$552.74	\$55.28	\$35.93	<b>\$643.95</b>						
<b>Ceiling Drop For Natural Gas Order</b> Required For All Natural Gas Orders	<i>Must Be Included In Total For All Natural Gas Orders</i>			<b>\$250.00</b>						
<b>HD Cable TV Service*</b> Digital Tuner Required for HD Service	\$300.00	\$38.16		<b>\$338.16</b>	\$300.00	\$38.16		<b>\$338.16</b>		
									<b>TOTAL:</b>	

\* Labor & Placement Included, Only Available From Floor

† Requires A Ceiling Drop Charge

\* Installation, Removal, Electricity, & (1) Focus Included

**OCCC TERMS & CONDITIONS**

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

• Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.

• Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.

• The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.

• Par can refocusing is subject to labor charges.

• On-site orders are subject to a 50% price increase over base rates.

• Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.

• Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.

• Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.

• Labor charges may apply for service calls.

• All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

**SERVICE PLACEMENT  
DIAGRAM FORM**

EVENT: **SAPPHIRE NOW and ASUG Annual Conference** BOOTH #: \_\_\_\_\_

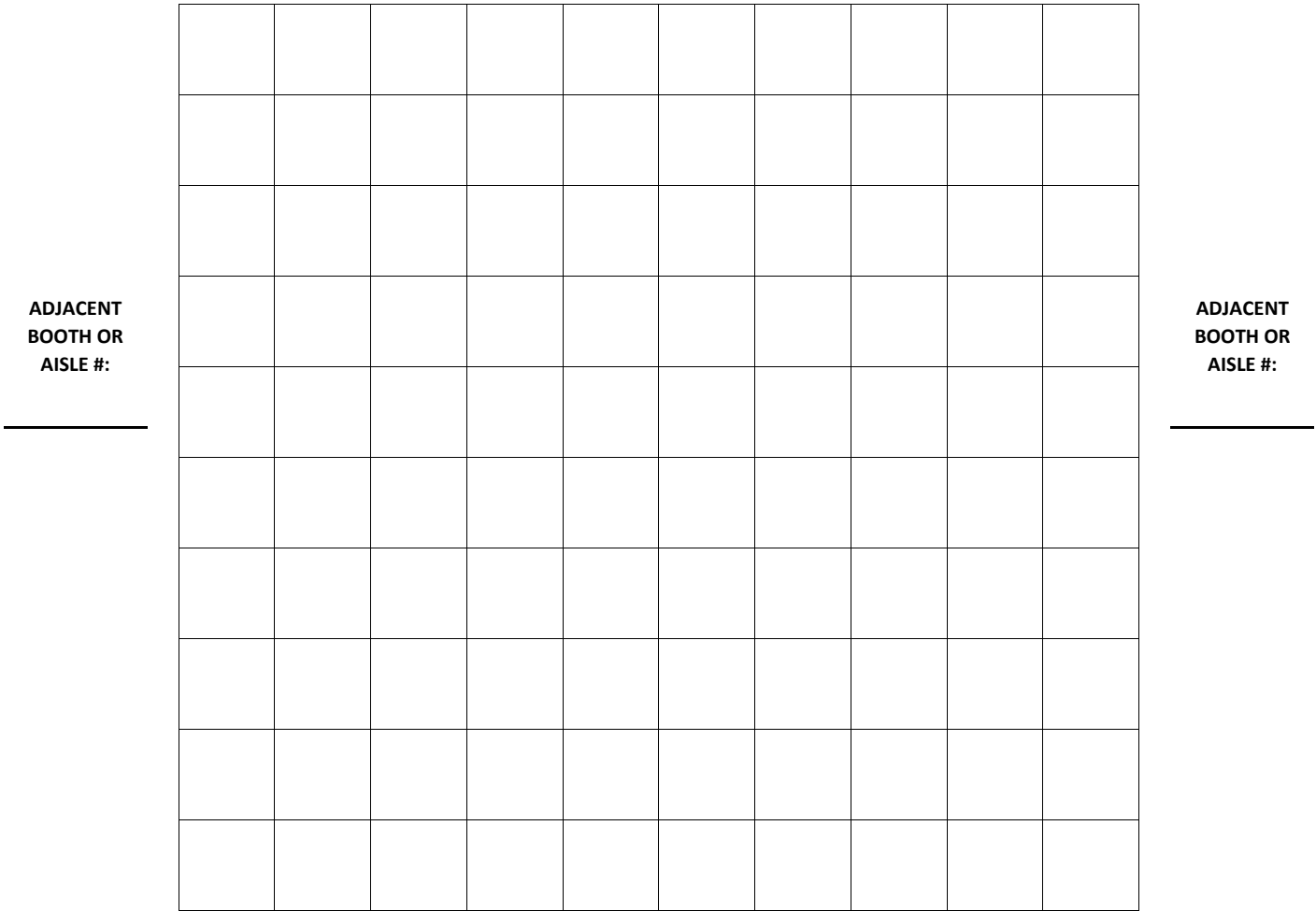
EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_



ADJACENT  
BOOTH OR  
AISLE #:

\_\_\_\_\_

ADJACENT  
BOOTH OR  
AISLE #:

\_\_\_\_\_

FRONT OF BOOTH - AISLE # \_\_\_\_\_

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:



EVENT: **SAPPHIRE NOW and ASUG Annual Conference** BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

NAME OF EAC / DESIGN FIRM: \_\_\_\_\_ BOOTH TYPE:

CONTACT NAME: \_\_\_\_\_  MULTI-LEVEL  COVERED

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ I AM:

CONTACT EMAIL: \_\_\_\_\_  THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: \_\_\_\_\_  AN EAC/I&D: \_\_\_\_\_

SQUARE FOOTAGE OF COVER: \_\_\_\_\_  OTHER: \_\_\_\_\_

STAIR RISE & TREAD: \_\_\_\_\_ GUARD RAIL MEASUREMENTS: \_\_\_\_\_

COMMENTS:

*Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.*

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

**COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED:** To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

**MULTI-LEVEL BOOTH DEFINED:** To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

**TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL**

EVENT MANAGER: \_\_\_\_\_ APPROVED: \_\_\_\_\_

OCCC RECEIVED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_  YES  NO

DATE TO FIRE MARSHALL: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_ FIREWATCH REQUIRED:

PLANS REVIEWER: \_\_\_\_\_  YES  NO

COMMENTS:



EVENT: **SAPPHIRE NOW and ASUG Annual Conference** BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\* An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission \*\***

Quantity	Item Description	Incentive Rate If Ordered & Paid By: May 4, 2018			Base Rate If Ordered Or Paid On/After: May 5, 2018			On-Site Rates Start: May 25, 2018
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	<b>Aerial Par Can Light†</b>	\$266.66	\$17.34	<b>\$284.00</b>	\$450.00	\$29.25	<b>\$479.25</b>	
	<b>Overhead Lights Out, Per Pod</b>	<i>Per Show Management Approval</i>		<b>\$55.00</b>	<i>Per Show Management Approval</i>		<b>\$75.00</b>	
							<b>TOTAL:</b>	

†Installation, Removal, Electricity, & (1) Focus Included

**TO EXPEDITE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:**

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_


ADJACENT BOOTH  
 OR AISLE #:  
 \_\_\_\_\_

ADJACENT BOOTH  
 OR AISLE #:  
 \_\_\_\_\_

FRONT OF BOOTH - AISLE # \_\_\_\_\_

**SPECIAL INSTRUCTIONS / COMMENTS / NOTES:**

**OCCC TERMS & CONDITIONS**

- Par can refocusing is subject to labor charges.
- On-site orders are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

## Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

## Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

## Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

**20 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



**20 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

**30 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



**30 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

**60 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

**60 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



**100 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**100 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**Rental Price: \$98.00 (\$92.02 + \$5.98 tax)**

**150 - 200 Amp Single Phase** - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**150 - 200 Amp Three Phase** - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**Rental Price: \$176.00 (\$165.26 + \$10.74 tax)**



**200 - 400 Amp Single Phase** - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

**200 - 400 Amp Three Phase** - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

**Rental Price: \$195.00 (\$183.10 + \$11.90 tax)**

The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

#### Seams:

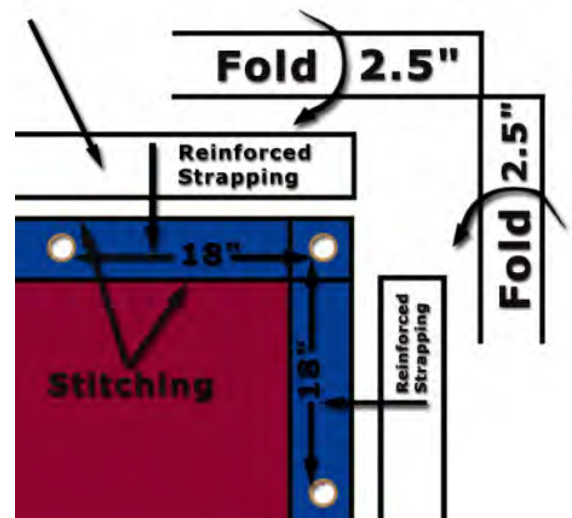
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

#### Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

#### Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



## Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

## Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
  - Fryers
  - Grills, Ranges, Griddles, Broilers, Chain-broilers
  - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

## Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

## Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

## Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

## Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

### **Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

### **Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ [www.occc.net/exhibitor](http://www.occc.net/exhibitor). **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

## Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.



## **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

## **Open Flame, Pyrotechnics and Special Effects**

### **Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

### **Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

### **Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

### **Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1) The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. A firewatch is required with all fog and haze.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

### **Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

## Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks** or **special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

## Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

## Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

**Covered Booth Definition** – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**Multi-Level Booth Definition** – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

## A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

## B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor’s name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
  - f. They must include the rise and tread of the stairs.
  - g. They must include the guard rail measurements.
- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center  
Attn: Event Management  
**Regular Mail:** PO Box 691509, Orlando, FL 32869  
**Overnight:** 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
  - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
  - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).

- c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

### C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

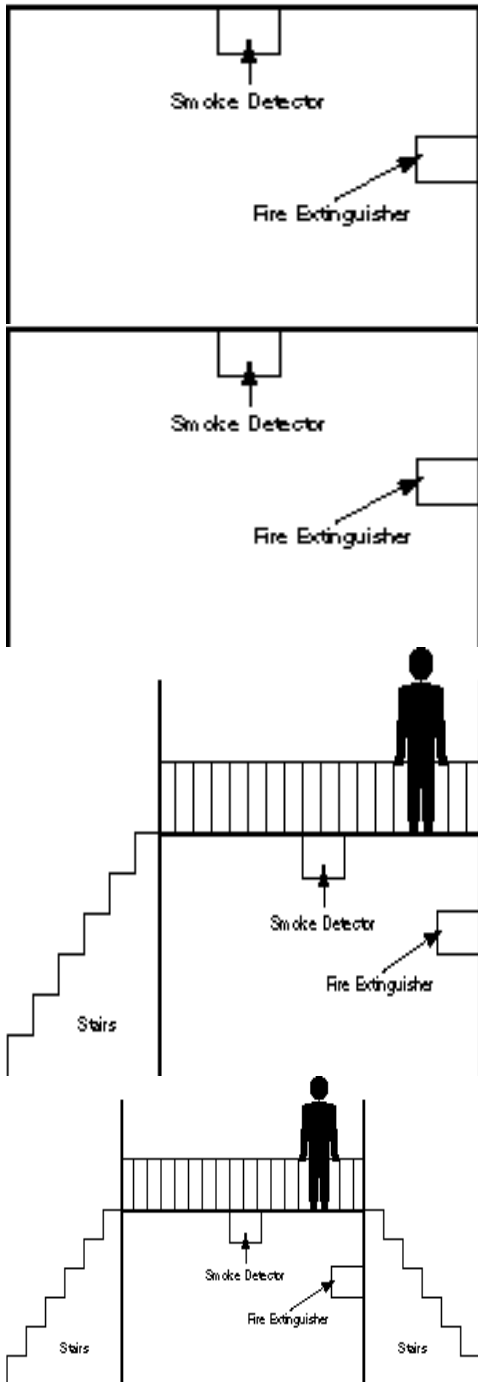
### D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), contact:  
Event Management  
Orange County Convention Center  
Phone: (407) 685-9882  
Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), contact:  
Orange County Fire Rescue Services Department  
Phone: (407) 685-9811  
Fax : (407) 685-9866



**Covered Exhibits**  
299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

**Covered Booth, Tent and Theatre**  
300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

**Multi-Level Exhibits**  
299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

**Multi-Level Exhibits**  
300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

## ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

### 1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

### 1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

## 2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

#### Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

#### Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

<b>Aisles</b>	<b>NFPA 101</b>	<b>*Alternate</b>
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

*Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.*

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

<b>Aisle Access ways</b>	<b>NFPA 101</b>
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12" + 0.6" each chair

*(Note: dead-end rows may not exceed 30 feet)*

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

### 3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

## 4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.



## 5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

## 6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

## 7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

## 8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

## 9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

## 10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

## 11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

## 12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.



### Exhibitor Services

Exhibitor Company Name:	Show Name: <b>SAPPHIRE NOW and ASUG Annual Conference</b>
Billing Company Name:	Show Dates: <b>06 / 05 / 18 To 06 / 07 / 18</b>
Billing Company Address:	Incentive Order Deadline: <b>May 4, 2018</b>
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

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

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=075](http://orders.smartcitynetworks.com/tc.aspx?center=075)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
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<p><b>Dedicated Wired Internet</b></p> <p>Connection speeds of 3Mbps and up <b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Premium High Speed Wired Internet No Wired or Wireless Routers</b></p> <p>Shared Connection speeds up to 10Mbps <b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Wired Cyber Cafe</li> <li>• Social Media Feeds</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Static Private IP Address</b></p>
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**\*\*\*Incentive rate applies to orders received with payment 21 days prior to 1<sup>st</sup> day of show move-in\*\*\***

	QTY	Incentive	Base	On-Site	Total
<b>1. Shared Internet Services – Routers Prohibited</b>					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
<b>2. Dedicated Internet Services</b>					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
<b>3. Internet Equipment &amp; Labor</b>					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
<b>4. Voice Services: PBX Service – Domestic LD Included</b>					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee - \$500 Internet/\$100 Phone for each line outside convention venue x (# of lines)</b>					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
				<b>SUBTOTAL</b>	
Send Completed Orders with Payment and Floor Plan To: SMART CITY SOLUTIONS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>				<b>ESTIMATED 10% TAX / FEES</b>	
				<b>GRAND TOTAL</b>	

Effective January 1, 2018 – December 31, 2018

Customer No: **2018 - 075 - 500**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

# Network Security Declaration

Center: Orlando's OCCC (075) - FL

Show: SAPPHIRE NOW and ASUG Annual Conference

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2018 - 075 - 500

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL

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

Show: SAPPHIRE NOW and ASUG Annual Conference

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2018 - 075 - 500

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



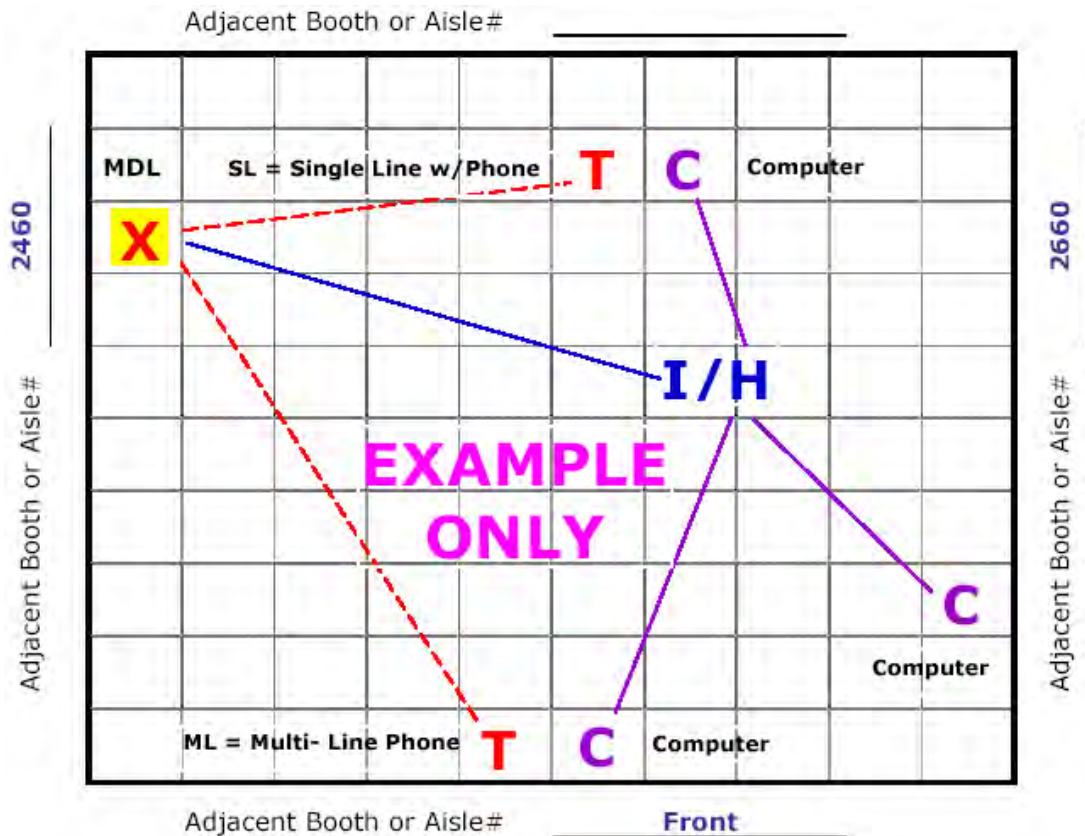
# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 - 075 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

**I / H / PC / C** = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



**Plant & Floral Services**

Questions?? [info@overenddesigns.com](mailto:info@overenddesigns.com)  
 Discount Deadline April 20, 2018

25481 Grissom Rd. Laguna Hills, CA 92653  
 Tel +1.949.457.9544 Cell 949.510.1864

COMPANY INFORMATION			
EXHIBITING FIRM (& EAC IF APPLICABLE):		BOOTH # OR ROOM	
SHOW CONTACT:	EMAIL:	PHONE #	
PAYMENT: <input type="checkbox"/> CHECK #	<input type="checkbox"/> MC / VISA / AMEX	CREDIT CARD #	EXPIRATION DATE:
SEC CODE:	CARDHOLDER STREET # (FOR SECURITY):	ZIP CODE:	SIGNATURE:

Foliage Plants & Large Ferns <i>we will bring nice healthy greens to your booth!!</i>	Qty	Rate	Total
1'-2' Large spreading Ferns: Kangaroo, Kimberly, Boston or Ivy		\$ 40	
2' Floor Plant:		\$ 40	
3' Floor Plant:		\$ 50	
4'-5' Floor Plant:		\$ 60	
6' Tall floor plant: spreading palm, ficus tree		\$ 80	
7'-8' Tall floor plant: spreading palm, ficus tree		\$100	
Underplant any of the above with a lush garden of assorted blooming color & foliages		\$160	

Decorative Planters (circle any preferences):      black                      white                      Included    n/c

Flowering Plants & Foliages <i>for groupings and accents, our quality &amp; variety are the best!!</i>	Qty	Rate	Total
Touch of color 4" plants, moss, or succulent in interesting pot ~perfect for small areas		\$ 25	
Assorted foliages, small trailing ivies, succulents		\$ 25	
Orchid plant with decorative vessel    small    medium    large		\$75/100/125	
Architectural bromeliads:    red    yellow,    purple,    orange,    assorted		\$ 40	
Upgrade the decorative planter for any of the above~ looks great on counters/tables		\$ 15	
Large Round or Rectangular Garden: Colorful or asstd lime green foliage		\$175	

Beautiful Fresh Cut Floral Designs <i>custom made designs to compliment your graphics and booth!!</i>	Qty	Rate	Total
Reception Counter Design: usually vertical, seen all sides                      medium    or    large		\$90/110	
Small Conference Round Design: not too tall to interrupt conversation		\$ 75	
Coffee Table Design:                      larger and taller than the conference round		\$ 80	
Single dramatic flower in a glass vase: anthurium, gerber, or rose    simply elegant		\$ 30	
Zen: large tropical green leaf in a simple line vase		\$ 35	
Designate any preferences: red / yellow / pink / burgundy / purple / blue / green / white / black / tropical / hi-tech / euro / zen / standard                      Favorites:			

Large Glass Bowl <i>for Business Cards or Giveaways ~ a better value &amp; superior quality over the decorator's!</i>	Qty	Rate	Total
8" diameter \$35                      10" diameter \$45                      larger sizes available on request		\$35/45	

**Not sure what you need right now? We will come see your booth, a designer visit , no charge! Date\_\_\_\_\_ Time \_\_\_\_\_**

**Special Requests:**

Send us your own ideas and specs! Visit our website [www.overenddesigns.com](http://www.overenddesigns.com)  
 Find our latest photos on <https://www.facebook.com/overenddesigns/photos>

<b>We will also provide for your VIP &amp; Social Events, on or off site. Call us!    949.457.9544</b>	<b>Total</b>	
	<b>Tax &amp; Handling 10%</b>	
	<b>Amount Due</b>	

Create a warm and inviting atmosphere, even a small touch says a lot, *let us make your show bloom!*

The fine print: All orders must be paid in advance. Prices listed are for the entire show and include plant rental, delivery (set-up and teardown labor), service throughout the show and a decorative planter. We do our best to accommodate all requests. Should quality of specific item ordered no meet our standards, we reserve the right to make substitutions of equal or greater value. Cancellations made less than 2 weeks prior to move in are subject to 50% cancellation. Orders placed after deadline are subject to 15% surcharge. Tax ID # 81-0608853



Orlando • Las Vegas • Miami • Tampa  
Dallas/TX • Washington DC • Nationwide



### Ordered by / Bill to

Name   
 Company   
 Address   
 Phone   
 E-Mail

### Shipping Information

Name   
 Company   
 Address   
 Phone   
 E-Mail

### Show & Booth Information

Show Name  Show Dates/Times   
 Show City/Venue  Booth Number   
 Decorating Company  Exhibiting Company   
 Onsite Contact Name/Phone Number

### Order Details

Number of views - enter a number for the quantity of booth views

Empty Booth       Booth with crowd       Booth with staff  
*Please provide best time for staff photos*

### Select Delivery Method

- \$125 per view - includes (1) 8x10 print mailed USPS
- \$30 per additional (1) 8x10 **duplicate** print mailed USPS
- \$170 per view - digital file sent by e-mail via secure link
- \$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS
- In Booth giveaway with logo-see page 2**

### E-Mail or Fax your order to:

**Christie's Photographic Solutions**  
 Corporate Headquarters  
 2430 Sand Lake Rd  
 Orlando, FL 32809  
 www.christiesphotographic.com  
 photos@christiesphotographic.com  
 fax: 407-852-0063


### Contact Phone Numbers

Florida - 407-345-1100  
 Las Vegas - 702-638-2711  
 Washington D.C. - 202-393-1699  
 Dallas/TX - 214-999-1149

*Image Processing time is 10-14 days following exhibit*

### Special Instructions

*Event photography coverage, Digital Printing and Green Screen photography available - Call for pricing and availability*

**Total:**       Cardholder name:   
 Cardholder e-mail:       Billing Zip Code:   
 Card number:       Expiration:       AVS/Security Code:







Orlando • Las Vegas • Miami • Tampa  
Dallas/TX • Washington DC • Nationwide

# EXHIBIT PHOTOGRAPHY SERVICES



The revolutionary **iLite Camera** is a tablet based camera system designed to provide fun photo entertainment at your event. The iLite photos feature a custom branded border on every shot. Photographers capture guests experiencing your event, and photos are immediately sent by email or can be shared to a company Facebook page. The quick turnaround allows for guests to share their photos on social media or to friends.

You also have the option of printing iLite photos at your event, allowing attendees to take home a branded gift in a quality folder. Share your company's brand both online and in print!



Another fun, interactive way to share event photos is by featuring the fresh, new PhotoShare Kiosk system. The **PhotoShare Kiosk** can be set up independently at your registration desk, in a cyber café, or anywhere with attendee traffic. You can utilize the PhotoShare Kiosk as a Headshot Station, Red Carpet Paparazzi, Step & Repeat Photobooth, Greenscreen Activation and much more.

Through our cutting edge software, attendees can view and share event photos by email, Facebook, Twitter, or Pinterest. Due to the extent of our branding possibilities this is a great way to sponsor an event and showcase your brand. E-mail subject lines and signatures can be customized for your event, and our Kiosk can provide post event analytics including the popularity of each feature!

A popular use of the Kiosk is to pair it with a green screen station or print package. Attendees can share fun event photos on a custom background, and can walk away with your brand fresh in their minds thanks to a printed photo.

Green screen stations are popular with conference attendees, bringing attention to your company. You can add a logo or custom text to the custom green screen background. Let our graphics team create the perfect background, giving attendees a lasting impression of your brand with a printed photo!



In addition to the iLite camera, PhotoShare Kiosk, and Green Screen as noted above, we also offer coverage photography for your booth. Contact us today for a quote!

