SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, (1) 6' gray draped table, (2) Limerick chairs, (1) wastebasket, and (1) 7" x 44" one-line booth identification sign.

EXHIBIT HALL CARPET
The exhibit area is not carpeted; however, aisles will be carpeted in midnight blue.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by June 28, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to Pre-Show FAQ
Wednesday July 19, 2017 1:00 p.m. - 9:00 p.m.
The docks will close at 6:00 p.m. on Wednesday, July 19, 2017.

EXHIBIT HOURS
Please note that the exhibit hours have changed.
Thursday July 20, 2017 10:00 a.m. - 7:00 p.m.
Friday July 21, 2017 8:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to Post-Show FAQ
Friday July 21, 2017 3:00 p.m. - 6:00 p.m.
We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Friday, July 21, 2017 at 6:00 p.m.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday, July 21, 2017 at 5:00 p.m.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound 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
9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by June 28, 2017. Using the enhanced FreemanOnline, 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 FreemanOnline 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 FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth #
2017 Naval Future Force Science & Technology Expo
C/O Freeman
9900 Business Parkway
Lanham, MD 20706

Freeman will accept crated, boxed or skidded material beginning Monday, June 19, 2017 at the above address. Material arriving after July 12, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: 301-918-7975

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2017 Naval Future Force Science & Technology Expo
Walter E. Washington Convention Center
C/O Freeman
801 Mount Vernon Place NW
Washington, DC 20001

Freeman will receive shipments at the exhibit facility beginning Wednesday, July 19, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: 301-918-7975

Please note: All items and materials that must be brought into the facility are 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 the service.
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 Labor 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 301-918-7975.

**WE APPRECIATE YOUR BUSINESS!**
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Washington Exhibitor Services at 301-918-7975 or Freeman’s Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by June 28, 2017.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to Pre-Show FAQ.

For more information and helpful hints on postshow procedures and move-out, please go to Post-Show FAQ.

Call Freeman’s Exhibitor Services department at 301-918-7975 with any questions or needs you may have.
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.
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

COMPANY NAME: 

ADDRESS: 

Booth #: 

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. 

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. 

METHOD OF PAYMENT 

☐ 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.) 

☐ 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#:1110000012 ACCT# 1252039192 Freeman 

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

Note: Customers are responsible for any bank processing fees. 

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA We do not accept credit card information via email. 

ACCOUNT NO.: 

EXP. DATE: 

CARDHOLDER NAME (PRINT): 

SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

ENTER TOTALS HERE 

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- MATERIAL HANDLING 
- RIGGING INSTALLATION 
- RIGGING DISMANTLE 
- EXHIBIT TRANSPORTATION 
- HANGING SIGNS 
- GRAND TOTAL 

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.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 Service Desk prior to show closing. 
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

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:

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

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

01/17 (451922)
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, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International 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 36 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, 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 as 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

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
IN CONSIDERATION OF FREEMAN PERMITTING Exhibitor, as a material part of the consideration to Freeman for Empty container labels will be available at the show site Exhibitor agrees to indemnify and forever hold harmless Freeman There may be a lapse of time between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman 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 FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Exhibit FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT AРЕ AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman assumes no responsibility or liability for loss, damage, theft, or disappearance of Exhibitor's materials while same are in empty container storage.

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 $5.00 (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. For unmarked, unlabelled and improperly packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice weight. All claims are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE TO PERFORM OR DELAYED OR DEFECTIVE PERFORMANCE 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 INTERUPTION 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 NEGLIGENCE, MISCONDUCT, OR INABILITY TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

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

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUMES 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 HANDED OVER TO FREEMAN. THESE TERMS ARE THE END CONDITIONS TO LT. YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, 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.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, and affiliated companies, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the goods or cargo are to be transported.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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 Consignee, Freeman's liability shall then become that of a warehouseman.

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 (REGARDLESS OF WHETHER DELIVERY IS TO THE SHIPPER OR A THIRD PARTY), DEFECTIVE 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 (A) $5.00 PER POUND ($11.00 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE CARGO, OR (B) $0.50 PER POUND ($1.00 PER KILOGRAM) FOR THE TIME OF LOSS OR DAMAGE TO CARGO. FREEMAN WILL NOT BE LIABLE FOR DAMAGES INCURRED TO THE SHIPPER'S PROPERTY RESULTING FROM SUDDEN 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 shall be deemed an AIR WAYBILL WITHIN THE MEANING OF THE VIENNA CONVENTION.

In this Contract, “freeman” means Freeman decorating services, Inc., and its respective employees, officers, directors, agents, and affiliated companies, including any contractors appointed by Freeman. The term “shipper” means the person or business for whom the goods or cargo are to be transported.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ-
es, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors
appointed by Freeman. The term “Shipper” means the person or business for whom the property is being trans-
ported and, in all cases, the person or business responsible for payment of charges thereon. Whenever the
words “this Contract” or “the Agreement” are used, “Freeman” is intended to include all branches, subsidi-
aries, 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
Freeman transports the property in accordance with these instructions.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s
services, which the parties have specified in this Contract, Freeman and Shipper each agree that this
Contract shall govern their respective rights and obligations, shipment of cargo, and freight transportation.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be
responsible for the acts or omissions of any other person, firm, or corporation, unless Freeman is at fault.

4. PACKAGING AND CRATES. Shipper’s property must be well packed for safe and secure handling,
storage and shipment using ordinary care. Freeman makes neither representation nor any warranty re-
respecting the acceptability of any packaging, packaging systems, 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, or any other materials that are not adequately protected.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental
thermostatic controls or equipment, or from any cause other than the negligence of Freeman. Freeman shall
be liable for loss by highway obstructions, or faulty or impassable highways, or lack of capacity of any
highway, bridge, or ferry, or by caused by breakdown or mechanical defects of vehicles or equipment, or
from any cause other than the negligence of Freeman. Freeman shall not be liable for the quality of goods
transported by any carrier chosen by Shipper.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery of a freight bill
is to be issued. Notice shall be given in writing of all claims for loss or damage.

7. INSURANCE. Freeman IS NOT AN INSURER. (e) When perishable goods cannot be delivered
and disposition is not given within a reasonable time, such balance will be paid to the owner of
its property. 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 by caused by breakdown or mechanical defects of vehicles or
equipment, or from any cause other than the negligence of Freeman. Freeman shall not be liable for the
carriage of goods not in the original container or the original packaging, or freight bills not
being paid by the shipper.

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property
is lost, stolen, damaged, or otherwise not delivered to its address, Freeman’s maximum liability shall
be the lower of fair market value or the contract rate.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION. (a) Shipper shall defend and indemnify Freeman, its
employees, directors, officers, and agents from and against any and all damages, claims, allegations, or
suits for action, of any nature or kind, arising out of, relating to or in connection with any matter or
object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of the delivery of the property
in the case of cargo transport, within nine (9) months after delivery of the property, except that claims for failure to make
delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage,
or delays shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written
notice is given by the shipper to the freighter to the complaint of the property or the freighter.

11. CHOICE OF FORUM / ARBITRATION. This CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF
TENNESSEE WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR
ANY ACTION ARISING OUT OF OR RELATED TO THIS CONTRACT IS EXCLUSIVELY WASHINGTON COUNTY,
WASHINGTON. ARBITRATION OF ANY DISPUTES ARISING OUT OF OR RELATED TO THIS CONTRACT
SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. WHEREAS
CONFLICT OF LAWS RULES OR ANY OTHER LEGAL THEORY OR CAUSE; AND, EVEN THOUGH FREEMAN MAY
BE ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.

Any absolute value in excess of the maximum allowed herein is null and void, and the acceptance by Freeman for
freight of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of a
release of liability for the property. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $10,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a
freight auction due to loss of, or damage to, their property, Freeman shall not be liable or responsible for damages identified
by the shipper (by way of example only and not in limitation of the breadth of this clause) such as: consequential
damages, losses, or expenses incurred due to 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,
false advertising, false representations, fraud, or any other legal damages.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, dam-
gaged, or not delivered to the address specified, Freeman’s maximum liability will be the amount stated on the
package大陸US $15 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.

Freeman REV 01/17
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.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com.
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 Chair | 810875 | Page 10
Silverado Cocktail Table | 82014 | Page 17
Powered Locking Pedestal, 42” | 85063 | Page 23
SEATING

Naples

CHAIR
black leather 810119
36"L 30"D 28"H
Powered options available

LOVESEAT
black leather 830120
62"L 30"D 28"H
Powered options available

SOFA
black leather 830119
87"L 30"D 28"H
Powered options available

Heathrow

ARMLESS CHAIR
black leather 810116
24"L 24"D 28"H

CORNER CHAIR
black leather 810117
24"L 24"D 28"H

SOFA
black leather 830116
48"L 24"D 28"H

possible configurations

See pages 22 and 23 for all Powered options.

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

South Beach

SOFA SELECT
platinum suede 8301
69"L 39"D 32"H

OTTOMAN SELECT
platinum suede 8151
26"L 21"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
SEATING

Allegro

<table>
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<th>CHAIR</th>
<th>SELECT blue fabric 81019</th>
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<td>36”L</td>
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<table>
<thead>
<tr>
<th>SOFA</th>
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<tr>
<td>73”L</td>
<td>34.5”D</td>
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Fairfax

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<th>SELECT white vinyl/brushed metal 810949</th>
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</thead>
<tbody>
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<td>27”L</td>
<td>26”D</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOFA</th>
<th>SELECT white vinyl/brushed metal 830949</th>
</tr>
</thead>
<tbody>
<tr>
<td>62”L</td>
<td>26”D</td>
</tr>
</tbody>
</table>

Hopi

<table>
<thead>
<tr>
<th>CHAIR</th>
<th>SELECT gray linen 810140</th>
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</thead>
<tbody>
<tr>
<td>21”L</td>
<td>25”D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOVESEAT</th>
<th>SELECT gray linen 830150</th>
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</thead>
<tbody>
<tr>
<td>48”L</td>
<td>25”D</td>
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Tangiers

<table>
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<tr>
<th>CHAIR</th>
<th>SELECT beige fabric 810118</th>
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<tbody>
<tr>
<td>34”L</td>
<td>37”D</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOFA</th>
<th>SELECT beige fabric 830118</th>
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<tbody>
<tr>
<td>78”L</td>
<td>37”D</td>
</tr>
</tbody>
</table>

Roma

<table>
<thead>
<tr>
<th>CHAIR</th>
<th>SELECT white vinyl 81020</th>
</tr>
</thead>
<tbody>
<tr>
<td>37”L</td>
<td>31”D</td>
</tr>
</tbody>
</table>

 Powered options available

<table>
<thead>
<tr>
<th>SOFA</th>
<th>SELECT white vinyl 83016</th>
</tr>
</thead>
<tbody>
<tr>
<td>78”L</td>
<td>31”D</td>
</tr>
</tbody>
</table>

 Powered options available

See pages 22 and 23 for all Powered options.
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
white leather 815122
black leather 815123
34"L 34"D 15"H

ENDLESS CURVED OTTOMAN
white leather 815953
black leather 815952
60.5"L 37.5"D 15"H

OTTOMAN BENCH
white leather 815120
black leather 815121
60"L 20"D 18"H

HALF BENCH OTTOMAN
white vinyl 815119
39"L 22.5"D 18"H

ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | Page 5, 22
Swanson Chair | 810875 | Page 10
Regis End Table | 82075 | Page 18
Regis Bench/Table | 82074 | Page 18
Work Desk | 820706 | Page 21
Ice Side Chair | 810814 | Page 9
OTTOMANS

VIBE CUBE  SELECT
blue vinyl  81518
red vinyl  81519
orange vinyl  81525
pink vinyl  81520
yellow vinyl  81517
black vinyl  81530
white vinyl  81531
18"L  18"D  18"H

MARCHÉ 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 CURVED
OTTOMAN  SELECT
8507
53"L  22"D  18"H
72"Round  18"H
72"Round  51"H

possible configurations

See pages 22 and 23 for all Powered options.  *Electrical power must be ordered separately
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

DIVA CHAIR  ESSENTIALS  71091
18”W  16”L  31”H

LIMERICK® CHAIR BY HERMAN MILLER  ESSENTIALS  gray 210108
18”W  17.75”L  32”H

MADRID CHAIR  SELECT  black leather/chrome 8102  white leather/chrome 810816
30”L  30”D  31”H

ITEMS PICTURED BELOW
Powered Locking Pedestal, 36” | 85061 | Page 23
White Vibe Cube | 81531 | Page 7
OCCASIONAL CHAIRS

MEETING CHAIR
- white vinyl 810948
- espresso bonded leather 810835
- taupe microfiber 810836

25.5”L 23.5”D 34”H

TUB CHAIR
- black fabric 8103

31”L 31”D 31”H

MADDEN CHAIR
- light gray vinyl 810843

27”L 32”D 33”H

ICE SIDE CHAIR
- transparent 810814

17.25”L 20”D 32”H

MALBA CHAIR
- gray 810131
- green 810130

20”L 20”D 32”H

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

CHRISTOPHER CHAIR
white vinyl/chrome 810846
17"L 19"D 35"H

ZENITH CHAIR
white/chrome 810851
18.5"L 22"D 32"H

RUSTIQUE CHAIR
WITH ARMS
gunmetal 810841
20"L 18"D 31"H

RAZOR ARMLESS CHAIR
white high density plastic 810837
15.38"L 15.5"D 30.5"H

SWANSON CHAIR
white vinyl 810875
28"L 25"D 30"H

BERLIN STACK CHAIR
white & red plastic/chrome 810811
white & black plastic/chrome 810810
18"L 22"D 22"H

WENDY CHAIR
clear acrylic 810847
15"L 20"D 36"H
## Conference Chairs

### Gray Gaslift Chair
- **Essentials**
- With arms: 71046
- Without arms: 71045
- 26”W x 20”D x 38”H, Adjustable

### Labrea Chair
- **Select**
- Charcoal gray fabric: 810874
- 35”L x 27”D x 40”H

### Altura Conference/Guest Chair
- **Select**
- Black fabric/black steel: 81063
- 25”L x 20”D x 34”H

### Luxor Executive Chair
- **Select**
- Black leather: 810807
- 27”L x 28”D x 47”H, Adjustable

### Pro Executive High Back Chair
- **Select**
- White vinyl: 810844
- Black vinyl: 810946
- 25”L x 24”D x 48”H, Adjustable

### Pro Executive Mid Back Chair
- **Select**
- White vinyl: 810945
- Black vinyl: 810944
- 24”L x 22”D x 40”H, Adjustable

### Pro Executive Guest Chair
- **Select**
- Black vinyl: 810947
- 24”L x 22”D x 36”H

---

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

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

67"L  22"D  45"H

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

DIVA COUNTER STOOL
ESSENTIALS
71092
17"W  16"L  36"H
The Intermediate 25" seating height

LIMERICK® STOOL
BY HERMAN MILLER
ESSENTIALS
gray 210109
18"W  17.75"L  44"H

LIFT HYDRAULIC 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 33010
blue ultra suede 3309
red vinyl 33042
white vinyl 33043
21"L  21"D  33"H
BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**
white vinyl/chrome 810103
black vinyl/chrome 810104
21”L 22”D 30”H

ZENITH BARSTOOL **SELECT**
white/chrome 810850
19”L 20”D 44”H

ZOY BARSTOOL **SELECT**
white vinyl/chrome 810840
black vinyl/chrome 810834
15”L 16”D 26-30.5”H

CHRISTOPHER BARSTOOL **SELECT**
white 810848
19”L 15”D 41”H

ICE BARSTOOL **SELECT**
transparent/chrome legs 810815
16”L 14”D 33”H

SHARK SWIVEL 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

GIN BARSTOOL **SELECT**
maple wood/chrome 810505
16”L 16”D 29”H

OSLO BARSTOOL **SELECT**
blue plastic/chrome 810200
white plastic/chrome 810201
17”L 20”D 30”H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
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 17
- 30” Round Hydraulic Base Bar Table | 820230 | Page 16
- Ice Barstool | 810815 | Page 13
DRAPE OR UNDRAPE TABLES & COUNTERS

TABLES (30” HEIGHT)

<table>
<thead>
<tr>
<th></th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
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<tbody>
<tr>
<td>Draped</td>
<td>130330</td>
<td>130430</td>
<td>130630</td>
<td>130830</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
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</table>

COUNTERS (42” HEIGHT)

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<tr>
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<th>8’</th>
</tr>
</thead>
<tbody>
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<td>130342</td>
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<td>130642</td>
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</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
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</tbody>
</table>

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

## Soho Series

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Base</th>
<th>Color</th>
<th>Model</th>
<th>Dimensions</th>
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</thead>
<tbody>
<tr>
<td>Black-Top Café</td>
<td>Essentials</td>
<td>72069</td>
<td>24&quot; Round</td>
<td>30”H</td>
</tr>
<tr>
<td>Black-Top Bistro</td>
<td>Essentials</td>
<td>72070</td>
<td>24&quot; Round</td>
<td>42”H</td>
</tr>
<tr>
<td>Black-Top Mini</td>
<td>Essentials</td>
<td>72066</td>
<td>18&quot; Round</td>
<td>18”H</td>
</tr>
</tbody>
</table>

## Chelsea Series

<table>
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<th>Base</th>
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<th>Model</th>
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<tbody>
<tr>
<td>Black-Top Café</td>
<td>Essentials</td>
<td>820232</td>
<td>24&quot; Round</td>
<td>30”H</td>
</tr>
<tr>
<td>Black-Top Bistro</td>
<td>Essentials</td>
<td>8201203</td>
<td>30&quot; Round</td>
<td>30”H</td>
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</tbody>
</table>

## Standard Base Café Table

- **Black-Top Café** Essentials
- **Black-Top Bistro** Essentials
- **Black-Top Mini** Essentials

**Select**

- Liquid white 820232
- Blue steel 8201203
- 30” Round 29”H

## Standard Base Bar Table

- **Black-Top Café** Essentials
- **Black-Top Bistro** Essentials

**Select**

- Liquid white 820231
- Blue steel 8201204
- 30” Round 42”H

## Hydraulic Base Café Table

- **Hydraulic Base Café Table** Essentials
- **Hydraulic Base Bar Table** Essentials

**Select**

- Liquid white 820224
- Liquid white 820230
- 30” Round 29”H

## Madison Hydraulic Base Café Table

- **Madison Hydraulic Base Café Table** Essentials
- **Madison Hydraulic Base Bar Table** Essentials

**Select**

- Gray acajou 820241
- Gray acajou 820240
- 30” Round 45”H

## Madison Café Table

- **Madison Café Table** Essentials
- **Madison Bar Table** Essentials

**Select**

- Gray acajou 820265
- Gray acajou 820264
- 30” Round 42”H
OCCASIONAL, END & COCKTAIL TABLES

**Studio Series**

- **BLACK END TABLE**
  - Item: 115104
  - Dimensions: 17" W, 17" L, 18" H

- **BLACK COCKTAIL TABLE**
  - Item: 115103
  - Dimensions: 36" W, 20" L, 15" H

**Silverado**

- **END TABLE**
  - Item: 820252
  - Dimensions: 20" L, 20" D, 20" H
  - Tempered glass/painted steel

- **TABLE**
  - Item: 820250
  - Dimensions: 47" L, 24" D, 17" H
  - Tempered glass/painted steel

**Alondra**

- **END TABLE**
  - Item: 820253
  - Dimensions: 20" L, 20" D, 21" H
  - Wood/chrome

- **COCKTAIL TABLE**
  - Item: 820251
  - Dimensions: 47" L, 24" D, 17" H
  - Wood/chrome

**Geo**

- **END TABLE**
  - Item: 82028
  - Dimensions: 20" L, 20" D, 21" H
  - Wood/black steel

- **COCKTAIL TABLE**
  - Item: 82027
  - Dimensions: 47" L, 24" D, 17" H
  - Wood/black steel

- **END TABLE**
  - Item: 82035
  - Dimensions: 26" L, 26" D, 20" H
  - Tempered glass/chrome

- **TABLE**
  - Item: 82034
  - Dimensions: 60" L, 22" D, 16" H
  - Tempered glass/chrome

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

Sydney

END TABLE  SELECT
black laminate/brushed steel  82054
white laminate/brushed steel  82055
27"L  23"D  22"H

TABLE  SELECT
black laminate/brushed steel  82052
white laminate/brushed steel  82053
48"L  26"D  18"H

Oliver

END TABLE  SELECT
walnut finish  82088
22" Round  22"H

TABLE  SELECT
walnut finish  82087
47"L  27"D  19"H

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

*Electrical power must be ordered separately

See pages 22 and 23 for all Powered options.
OCCASIONAL, END & COCKTAIL TABLES

GEO SQUARE-ROUND TABLE
- Select
  - glass/black steel 82043
  - glass/chrome 82044
  - 42"L  42"D  29"H

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

ITEMS PICTURED BELOW
- Endless Curved Ottoman | 815953 | Page 6
- Silverado Table | 82014 | Page 17
- Zoey Barstools | 810840 | Page 13
- 30" Round Hydraulic Base Bar Table | 820230 | Page 16
# 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

**Communal Table (Maple With Grommets)**
- Select
- Laminate/metal
- 82067
- 72"L 26"D 30"H
- 82068
- 72"L 26"D 42"H

**Communal Table (White)**
- Select
- Laminate/metal
- 82063
- 72"L 26"D 30"H
- 82066
- 72"L 26"D 42"H

**42" Round White Conference Table**
- Select
- White laminate
- 820708
- 40" Round 29"H

**6' Oval Conference Table**
- Select
- Granite nebula
- 820203
- 72"L 42"D 29"H

**8' Rectangular Conference Table**
- Select
- Granite
- 820115
- 96"L 44"D 29"H
OFFICE

MADISON DESK [SELECT]
grey acajou 84075
- 60"L 30"D 29"H

MADISON CREDENZA [SELECT]
grey acajou 84077
- 80"L 20"D 29"H

MADISON BOOKCASE [SELECT]
grey 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]
grey laminate 820707
- 46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | Page 4
Key Largo Chair | 810950 | Page 4
Sydney Powered Table | 82052 | Page 18, 23

Black Diamond Stool | 71088 | Page 12
Soho Black Top Bistro | 36" Round - 72068 | Page 16
Aura Round Table | 820844 | Page 19
POWERED

All Powered options will have an adapter included with rental. Additional adapters can be ordered separately.

POWERED SEATING

**NAPLES CHAIR, POWERED**
- **SELECT**
- Black vinyl / 810120
- 36"L x 30"D x 28"H

**NAPLES LOVESEAT, POWERED**
- **SELECT**
- Black vinyl / 830122
- 62"L x 30"D x 28"H

**NAPLES SOFA, POWERED**
- **SELECT**
- Black vinyl / 830121
- 87"L x 30"D x 28"H

**ROMA CHAIR, POWERED**
- **SELECT**
- White vinyl / 81021
- 37"L x 31"D x 33"H

**ROMA SOFA, POWERED**
- **SELECT**
- White vinyl / 83017
- 78"L x 31"D x 33"H

*Electrical power must be ordered separately*
POWERED TABLES

G30 COCKTAIL TABLE, POWERED* SELECT
white top 82070
72"L  26"D  36"H

G30 CAFÉ TABLE, POWERED* SELECT
white top 82071
72"L  26"D  30"H

G30 BAR TABLE, POWERED* SELECT
white top 82072
72"L  26"D  42"H

G30 CAFÉ TABLE, POWERED* SELECT
white top 82071
72"L  26"D  30"H

POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36" SELECT
black 85060
white 85061
24"L  24"D  36"H

POWERED* LOCKING PEDESTAL, 42"
black 85062
white 85063
24"L  24"D  42"H

ADAPTERS

4-WAY CHARGING ADAPTER* SELECT
black 850800
white 850801
36"L

All Powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

BANQUETTE

CENTER CONE SELECT
8506
36"Round  51"H
Powered
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

*Electrical power must be ordered separately
STORAGE

3 DRAWER FILE CABINET ON CASTORS 84080
16"L 20"D 28"H

FILE CABINET WITH LOCK ESSENTIALS standard size

TWO-DRAWER 74082
15"W 20"L 28"H

FOUR-DRAWER 74081
15"W 29"L 50"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

MASON TABLE LAMP* SELECT white/brushed silver 850707
16" Round 26"H

MASON FLOOR LAMP* SELECT white/brushed silver 850708
18" Round 55"H

LIGHTING

*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
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
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
black 75079

28”L 28”D 40.5”H

(Computer not included.)

DISPLAY COUNTER
black 72056

24”W 49”L 42”H

ITEMS PICTURED BELOW

Ottoman Bench | 815120 | Page 6

Powered Locking Pedestal, 36” | 85061 | Page 23

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

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

TABLET STAND

MOBILE TABLET STAND
white 850714
black 850715

14" L 13" D 44.5" H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75" x 9.75" but not larger than 8.5" x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

TABLET STAND ACCESSORIES

BROCHURE HOLDER* black 850711
8.625" L 1.1" D 11.325" H

WIRELESS PRINTER HOLDER* black 850712
3.3" L 1.9" D 5.28" H

CHARGING SHELF* black 850713
14.85" L 7.17" D 1" H

*To be ordered with the tablet stand
ACCESSORIES

**CHROME STANCHION WITH 8' RETRACTABLE BELT**
- Essentials
- 220121
- 42" H

**CHROME SIGN HOLDER**
- Essentials
- 220118
- Holds 22" x 28" 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

**ALUMINIUM EASEL**
- Essentials
- 220134

**CHROME BAG RACK**
- Essentials
- 220110

**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
### 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

**NAME OF SHOW:** 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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**Naples Group - Black Leather**

- 810119*: Chair ............................................................ 452.25 497.50 633.15
- 830120*: Loveseat .......................................................... 607.50 668.25 850.50
- 830119*: Sofa ............................................................... 675.00 742.50 945.00

**Heathrow Group - Black Leather**

- 810116*: Armless Chair ....................................................... 304.00 334.40 425.60
- 810117*: Corner Chair .......................................................... 358.00 393.80 501.20
- 830116*: Sofa ................................................................. 518.00 569.80 725.20

**South Beach Group - Platinum Suede**

- 8301*: Sofa ........................................................................... 655.00 720.50 917.00
- 8151*: Ottoman ..................................................................... 287.50 316.25 402.50

**Key Largo Group - Black Fabric**

- 830950*: Loveseat .................................................................. 416.00 457.60 582.40
- 830951*: Sofa ........................................................................ 462.00 508.20 646.80
- 810950*: Chair ....................................................................... 318.00 349.80 445.20

**Allegro Group - Blue Fabric**

- 81095*: Chair ........................................................................ 522.50 574.75 731.50
- 83015*: Sofa ........................................................................... 837.50 921.25 1,172.50

**Fairfax Group - White Vinyl**

- 810949*: Chair ...................................................................... 268.00 294.80 375.20
- 830949*: Sofa ........................................................................ 428.00 470.80 599.20

**Hopi Group - Gray Linen**

- 810140*: Chair ...................................................................... 200.25 220.30 280.35
- 830150*: Sofa ........................................................................ 254.25 279.70 355.95

**Tangiers Group - Beige Fabric**

- 810118*: Chair ...................................................................... 356.00 391.60 498.40
- 830118*: Sofa ........................................................................ 502.00 552.20 702.80

**Roma Group - White Vinyl**

- 81020*: Chair ........................................................................ 526.50 579.15 737.10
- 83016*: Sofa ........................................................................... 805.50 886.05 1,127.70

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**Ottomans**

- 815122*: Endless Square - White Leather .................................. 250.00 275.00 350.00
- 815123*: Endless Square - Black Leather .................................. 250.00 275.00 350.00
- 815953*: Endless Curved - White Leather .................................. 348.00 382.80 487.20
- 815952*: Endless Curved - Black Leather .................................. 348.00 382.80 487.20
- 815120*: Bench - White Leather .............................................. 310.00 341.00 434.00
- 815121*: Bench - Black Leather .............................................. 310.00 341.00 434.00
- 815119*: Half-Bench - White Vinyl ........................................... 282.00 310.20 394.80

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

Take advantage of the Online price before JUNE 28, 2017.
## Casual Seating

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## Banquettes

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## Occasional Chairs

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**Conference Chairs**

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**Bars & Bar Stools**

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Pedestal Tables - SoHo Series

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## Pedestal Tables

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## Occasional End & Cocktail Tables

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## Conference Tables

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## Online Price

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### Computer Desk/Table

- **84075* Madison Desk - Gray Acajou……………………….** 492.00 541.20 688.80
- **84077* Madison Credenza - Gray Acajou……………………….** 410.00 451.00 574.00
- **84078* Madison Bookcase - Gray Acajou……………………….** 350.00 385.00 490.00

### Powered Products/Pedestals

- **85060* Powered Locking Pedestal 36" H, Black…………….** 400.00 440.00 560.00
- **85061* Powered Locking Pedestal 36" H, White…………….** 400.00 440.00 560.00
- **85062* Powered Locking Pedestal 42" H, Black…………….** 478.00 525.80 669.20
- **85063* Powered Locking Pedestal 42" H, White…………….** 478.00 525.80 669.20

### Adapters

- **85080* 4-Way Charging Adapter - Black…………….** 22.00 24.20 30.80
- **850801* 4-Way Charging Adapter - White…………….** 22.00 24.20 30.80

### Display & Accessories

- **84085* 3 Drawer File Cabinet on Castors - Black…………….** 148.00 162.80 207.20
- **74062 File Cabinet w/Lock - Two Drawer - Standard Size…………….** 160.70 176.75 225.00
- **74061 File Cabinet w/Lock - Four Drawer - Standard Size…………….** 249.20 274.10 348.90

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<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>25.40</td>
<td>27.95</td>
<td>35.55</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

\[
\text{Sub-Total} + \text{5.75\% Tax} = \text{Total Cost}
\]

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*
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

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

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
**NAME OF SHOW:** 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call (301) 918-7975 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

### 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>$375.00</td>
<td>$412.50</td>
<td>$525.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>$750.00</td>
<td>$825.00</td>
<td>$1,050.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>$1,125.00</td>
<td>$1,237.50</td>
<td>$1,575.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>$1,580.00</td>
<td>$1,738.00</td>
<td>$2,212.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$168.75</td>
<td>$185.65</td>
<td>$236.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$337.50</td>
<td>$371.25</td>
<td>$472.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$506.25</td>
<td>$556.90</td>
<td>$708.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$720.00</td>
<td>$792.00</td>
<td>$1,008.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$337.50</td>
<td>$371.25</td>
<td>$472.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$675.00</td>
<td>$742.50</td>
<td>$945.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$1,012.50</td>
<td>$1,113.75</td>
<td>$1,413.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$1,440.00</td>
<td>$1,584.00</td>
<td>$2,016.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$950.00</td>
<td>$1.05</td>
<td>$1.35</td>
<td></td>
</tr>
</tbody>
</table>

### 9' CLASSIC CARPET, PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>$250.00</td>
<td>$275.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>$500.00</td>
<td>$550.00</td>
<td>$700.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>$800.00</td>
<td>$880.00</td>
<td>$1,120.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>$945.25</td>
<td>$1,039.80</td>
<td>$1,323.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$175.50</td>
<td>$193.05</td>
<td>$245.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$351.00</td>
<td>$386.10</td>
<td>$491.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$550.00</td>
<td>$605.00</td>
<td>$770.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$642.60</td>
<td>$706.85</td>
<td>$899.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$319.50</td>
<td>$351.45</td>
<td>$447.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$351.00</td>
<td>$386.10</td>
<td>$491.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$958.50</td>
<td>$1,054.35</td>
<td>$1,341.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$1,285.20</td>
<td>$1,413.70</td>
<td>$1,799.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$950.00</td>
<td>$1.05</td>
<td>$1.35</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>5.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

For Assistance, please call (301) 918-7975 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

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. | @ 4.10 |

CHOICE YOUR CARPET COLOR - 16 oz. Carpet:

<table>
<thead>
<tr>
<th>16 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sq. ft.</td>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
<td>$4.10</td>
<td>$4.50</td>
<td>$5.75</td>
<td></td>
</tr>
</tbody>
</table>

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

CHOICE YOUR CARPET COLOR - 28 oz. Carpet:

<table>
<thead>
<tr>
<th>28 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
<td>$5.90</td>
<td>$6.50</td>
<td>$8.25</td>
<td></td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
<td>$5.35</td>
<td>$5.90</td>
<td>$7.50</td>
<td></td>
</tr>
</tbody>
</table>

CHOICE YOUR CARPET COLOR - 40 oz. Carpet:

<table>
<thead>
<tr>
<th>40 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
<td>$7.70</td>
<td>$8.45</td>
<td>$10.80</td>
<td></td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
<td>$7.05</td>
<td>$7.75</td>
<td>$9.85</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$2.10</td>
<td>$2.30</td>
<td>$2.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.90</td>
<td>$2.10</td>
<td>$2.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$4.20</td>
<td>$4.60</td>
<td>$5.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$3.70</td>
<td>$4.05</td>
<td>$5.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>5.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>610100</td>
<td></td>
<td>Booth Vacuuming - One Time</td>
<td>.45</td>
<td>.65</td>
<td></td>
</tr>
<tr>
<td>610200</td>
<td></td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.15</td>
<td>1.60</td>
<td></td>
</tr>
<tr>
<td>610300</td>
<td></td>
<td>Booth Vacuuming - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>610400</td>
<td></td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

SHAMPOOING (per sq ft - 100 sq ft minimum)

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>630100</td>
<td></td>
<td>Shampoo Carpet - One Time</td>
<td>1.05</td>
<td>1.45</td>
<td></td>
</tr>
<tr>
<td>630200</td>
<td></td>
<td>Shampoo Carpet - 2 Days</td>
<td>2.05</td>
<td>2.85</td>
<td></td>
</tr>
<tr>
<td>630300</td>
<td></td>
<td>Shampoo Carpet - 3 Days</td>
<td>2.85</td>
<td>4.00</td>
<td></td>
</tr>
</tbody>
</table>

PORTER SERVICE (per day)

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>620500</td>
<td></td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>229.25</td>
<td>320.95</td>
<td></td>
</tr>
<tr>
<td>6201500</td>
<td></td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>259.80</td>
<td>363.70</td>
<td></td>
</tr>
<tr>
<td>6202500</td>
<td></td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>290.45</td>
<td>406.65</td>
<td></td>
</tr>
<tr>
<td>6203500</td>
<td></td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

610100 Booth Vacuuming - One Time ......................................... .45 .65
610200 Booth Vacuuming - 2 Days .............................................. 1.15 1.60
610300 Booth Vacuuming - 3 Days .............................................. N/A N/A
610400 Booth Vacuuming - 4 Days .............................................. N/A N/A

630100 Shampoo Carpet - One Time ........................................... 1.05 1.45
630200 Shampoo Carpet - 2 Days ................................................ 2.05 2.85
630300 Shampoo Carpet - 3 Days ................................................ 2.85 4.00

620500 Exhibit Area / Under 500 sq.ft. ......................................... 229.25 320.95
6201500 Exhibit Area / 501 - 1,500 sq. ft. .................................... 259.80 363.70
6202500 Exhibit Area / 1,501 - 2,500 sq. ft. .................................. 290.45 406.65
6203500 Exhibit Area / Over 2,500 sq.ft. ......................................... Call for Quote

TOTAL COST

Sub-Total + 5.75 % Tax = Total Cost

01/17 (451922) 8063
FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.
SMARTFABRIC™ RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)

- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth

- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
CLASSIC CARPET

9’x10’ or 9’x20’ (16 oz.) – Color Options Included with Rental Package Options Above

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

SMARTFABRIC ZIPPERED CARRYING CASE

- 20”W
- 8”H
- 16”D

CLEAR ACRYLIC SHELF

- 36”W
- 12”H
- .25”D

(up to 15lbs each)

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
**Quick Tips**

- **Discount Price Deadline Date:** June 28, 2017
- **Include the Freeman Method of Payment Form With Your Order**

**SmartFabric Exhibit**

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.

- **Classic Carpet:** 9’ X 10’ or 9’ X 20’ (Select color below)
- **Installation & Dismantle of Exhibit**
- **Material Handling of Exhibit**
- **Nightly Vacuuming**
- **2-Arm Lights (per 10 ft.)**
- **2 Shelves (36” x 12”, supports up to 15 lbs.)**
- **Power (500 watts) for LIGHTS only (and Labor to hang lights)**

<table>
<thead>
<tr>
<th>Qty Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ SmartFabric Exhibit</td>
<td></td>
<td>1,989.75</td>
<td>2,785.65</td>
</tr>
<tr>
<td>10’ x 20’ SmartFabric Exhibit</td>
<td></td>
<td>3,879.75</td>
<td>5,431.65</td>
</tr>
</tbody>
</table>

**SmartFabric Rental Exhibit Includes:**

- 116.5” X 92.5” Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9’ X 10’ or 9’ X 20’ (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36” x 12”, supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

<table>
<thead>
<tr>
<th>Qty Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ SmartFabric Exhibit</td>
<td></td>
<td>1,989.75</td>
<td>2,785.65</td>
</tr>
<tr>
<td>10’ x 20’ SmartFabric Exhibit</td>
<td></td>
<td>3,879.75</td>
<td>5,431.65</td>
</tr>
</tbody>
</table>

**Custom Graphics**

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

**Frame Only Unit**

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.

<table>
<thead>
<tr>
<th>Qty Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ Frame Only Unit</td>
<td></td>
<td>1,254.75</td>
<td>1,756.65</td>
</tr>
<tr>
<td>10’ x 20’ Frame Only Unit</td>
<td></td>
<td>2,094.75</td>
<td>2,932.65</td>
</tr>
</tbody>
</table>

**Accessories**

- SmartFabric Arm Light
- SmartFabric Acrylic Shelf (supports up to 15 lbs.)
- SmartFabric Carrying Case (purchase)

<table>
<thead>
<tr>
<th>Qty Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmartFabric Arm Light</td>
<td></td>
<td>68.25</td>
<td>95.55</td>
</tr>
<tr>
<td>SmartFabric Acrylic Shelf</td>
<td></td>
<td>157.50</td>
<td>220.50</td>
</tr>
<tr>
<td>SmartFabric Carrying Case</td>
<td></td>
<td>21.00</td>
<td>29.40</td>
</tr>
</tbody>
</table>

**Quick Tips**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer’s specifications.

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

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Sub-Total**
- **5.75% Tax**
- **Total Cost**
RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don’t require expensive investments. Take the stress out of your upcoming show with a rental booth exhibit from Freeman. With quality rental options that meet your budget requirements, we’ll have you exhibit ready at a moment’s notice, without the hassle of ownership.

PACKAGE 1

10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PACKAGE 2

PACKAGE 3

PACKAGE 4
RENTAL EXHIBITS

PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

- black fabric
- blue fabric
- gray fabric
- white
- white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:
- • 9x10 or 9x20 Classic Carpet
- • Exhibit Installation & Dismantle
- • Exhibit Material Handling
- • Nightly Vacuuming
- • 2-arm lights per 10’ Booth
- • Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>Package</th>
<th>10' x 10'</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>10' x 20'</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>3,918.70</td>
<td>5,486.20</td>
<td>10' x 20'</td>
<td>7,476.25</td>
<td>10,466.75</td>
<td></td>
</tr>
<tr>
<td>Package 2</td>
<td>2,334.55</td>
<td>3,268.35</td>
<td>10' x 20'</td>
<td>4,301.75</td>
<td>6,022.45</td>
<td></td>
</tr>
<tr>
<td>Package 3</td>
<td>2,406.60</td>
<td>3,369.25</td>
<td>10' x 20'</td>
<td>4,326.70</td>
<td>6,057.40</td>
<td></td>
</tr>
<tr>
<td>Package 4</td>
<td>4,307.90</td>
<td>6,031.05</td>
<td>10' x 20'</td>
<td>8,242.35</td>
<td>11,539.30</td>
<td></td>
</tr>
<tr>
<td>Package 5</td>
<td>4,452.00</td>
<td>6,232.80</td>
<td>10' x 20'</td>
<td>4,307.90</td>
<td>6,031.05</td>
<td></td>
</tr>
<tr>
<td>Package 6</td>
<td>8,242.35</td>
<td>11,539.30</td>
<td>10' x 20'</td>
<td>4,452.00</td>
<td>6,232.80</td>
<td></td>
</tr>
</tbody>
</table>

**CHOSE YOUR PANEL**

- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perforated Board

**CARPET**

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

Check color choice:

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

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

**LIGHTING**

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

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

Additional power must be ordered separately.

**HEADER IDENTIFICATION SIGN**

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

- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Font Type

Indicate exactly how you want your company name to appear:

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

**ENHANCE YOUR EXHIBIT**

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

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

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

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>5.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

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

**ACCESSORIES FOR RENTAL UNITS**

<table>
<thead>
<tr>
<th>LIGHT FIXTURES (electrical service &amp; labor to install lights not included)</th>
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</thead>
<tbody>
<tr>
<td>Qty</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>172512</td>
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<tr>
<td>172514</td>
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<tr>
<td>17252</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CABINETS &amp; LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinets</td>
</tr>
<tr>
<td>Black Fabric</td>
</tr>
<tr>
<td>17305</td>
</tr>
<tr>
<td>17306</td>
</tr>
<tr>
<td>17308</td>
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<tr>
<td>17309</td>
</tr>
<tr>
<td>173010</td>
</tr>
<tr>
<td>173011</td>
</tr>
<tr>
<td>(Radius Cabinets do not have doors)</td>
</tr>
<tr>
<td>17301</td>
</tr>
</tbody>
</table>

Inside Shelves Available ........... Quoted on Request

**GONDOLAS**

<table>
<thead>
<tr>
<th>GONDOLAS</th>
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</thead>
<tbody>
<tr>
<td>Type</td>
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<tr>
<td>---</td>
</tr>
<tr>
<td>174541</td>
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<td>174542</td>
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<tr>
<td>174581</td>
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<tr>
<td>174582</td>
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</table>

**SHELVES**

<table>
<thead>
<tr>
<th>SHELVES</th>
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</thead>
<tbody>
<tr>
<td>17201</td>
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<tr>
<td>17206</td>
</tr>
</tbody>
</table>

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>LITERATURE POCKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>174015</td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 5.75% Tax = Total Cost

Don't see what you need?
Please call Exhibitor Sales at (301) 918-7975.

* Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9’x10’ or 9’x20’ Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*Graphic design elements are priced separately and not included with TotalFlex® order.
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

DISCOUNT PRICE DEADLINE DATE
JUNE 28, 2017

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

TABLETOP UNIT

<table>
<thead>
<tr>
<th>RENTAL</th>
<th></th>
<th>QTY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Size</td>
<td>Discount Price</td>
</tr>
<tr>
<td>40'H x 6'W</td>
<td>996.80</td>
<td>1,395.50</td>
</tr>
<tr>
<td>40'H x 8'W</td>
<td>1,163.05</td>
<td>1,628.25</td>
</tr>
</tbody>
</table>

PURCHASE*

|          | Size             | Discount Price | Standard Price |
|----------|------------------|----------------|
| 40'H x 6'W | 1,233.60        | 1,727.05      |
| 40'H x 8'W | 1,398.00        | 1,967.20      |

Fabric Panel Colors for All Units: [ ] Black [ ] Gray

Additional Fabric Panel Colors for Purchase Units Only:

- Blaze Red
- Blueberry
- Emerald
- Silver

*Other Colors Also Available for Purchase Units

Table Drape:
- Black
- Blue
- Brown
- Green
- Flax
- Gold
- Gray
- Plum
- Red
- Red Pepper
- Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>206.90</td>
<td>289.65</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>108.15</td>
<td>151.40</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>83.05</td>
<td>116.25</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>83.05</td>
<td>116.25</td>
<td></td>
</tr>
</tbody>
</table>

QUICK TIPS

- All Classic carpet contain recycled content and are recyclable.

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

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

PURCHASE UNITS TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>5.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

RENTAL UNITS TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>5.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>
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 www.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 10’ 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.
- 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
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
**NAME OF SHOW:** 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call (301) 918-7975 to speak with one of our experts.

---

**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.

\[ L \times W = \text{sq. ft.} \]

\[ \frac{\text{sq. ft.}}{26.95 \text{ per sq. ft. discount price}} \times \frac{\text{sq. ft.}}{53.90 \text{ per sq. ft. standard price}} = \text{Discount Price} \]

- 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:**

- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td></td>
<td>54.00</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td></td>
<td>54.00</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td></td>
<td>57.50</td>
<td>115.00</td>
<td></td>
</tr>
<tr>
<td>9” x 44”</td>
<td></td>
<td>74.25</td>
<td>148.50</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td></td>
<td>54.00</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td></td>
<td>57.50</td>
<td>115.00</td>
<td></td>
</tr>
<tr>
<td>14” x 44”</td>
<td></td>
<td>115.50</td>
<td>231.00</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td></td>
<td>115.50</td>
<td>231.00</td>
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<td>28” x 44”</td>
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<td>231.05</td>
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</tr>
<tr>
<td>20” x 60”</td>
<td></td>
<td>224.85</td>
<td>449.70</td>
<td></td>
</tr>
</tbody>
</table>

*(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.

**LETTERING COLOR:**

**BACKGROUND COLOR:**

**USE YOUR JUDGMENT FOR SIGN LAYOUT**

<table>
<thead>
<tr>
<th>Vertical</th>
<th>Horizontal</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

\[ \text{Sub-Total} + \text{5.75% Tax} = \text{Total Cost} \]
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 (301) 918-7975 for assistance.
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
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.
BALTIMORE/WASHINGTON AREA UNION REGULATIONS

To assist you in your planning efforts for the 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 various union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters’ union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10’ x 10’. Exhibitors may work in booths 10’ x 10’ or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

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 rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

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 Freeman employees.
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$98.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$147.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>All recognized holidays</td>
<td>$196.00</td>
</tr>
</tbody>
</table>


• Show Site prices will apply to all labor orders placed at show site.
• Price is per person/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 next page 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: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) $ _______

Tax $ _______ (N/A)

Total Installation $ _______

DISMANTLE LABOR

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

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

Emergency contact: 
Phone Number: 

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

Supervisor will be: 
Phone Number: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
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</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) $ _______

Tax $ _______ (N/A)

Total Dismantle $ _______
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 AttachedDrawing With ExhibitElectrical Under Carpet

Comments: ___________________________ ___________________________ ___________________________

Graphics: With Exhibit _________ Shipped Separately _________

Comments: ___________________________ ___________________________ ___________________________

Special Tools/Hardware Required: ___________________________ ___________________________ ___________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: ___________________________ ___________________________ ___________________________

__________________________

__________________________

__________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: ___________________________ ___________________________ ___________________________

☐ Other Air Freight: ___________________________ ___________________________ ___________________________

☐ Van Line: ___________________________ ___________________________ ___________________________

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: ___________________________ ___________________________ ___________________________

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

☐ Reroute via Freeman’s choice

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

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

Page 2 of 2
17/18 (451922)
INSTRUCTIONS

- Freeman provides rigging for lightweight loads such as banners and signs under 200 lbs. The Convention Center has designated its service partners Hi-Tech/GLP as exclusive providers for all other rigging.
- Overhead hanging signs are to be sent in separate containers directly to the warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance through the Electrical Service provider.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Type: Cloth Banner __ Metal or Wood __ Other __
- Shape: Square ___ Triangle ___ Rectangular ___ Other ___
- Size: Height ______ Length ______ Width ______
- Weight of Sign: __________
- Does Your Sign Require Electricity ______ Assembly ______
- Is Your Sign Designed to Rotate? ______ Yes ______ No ______

PLACEMENT DIAGRAM

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

HANGING SIGN LABOR AND EQUIPMENT

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday
5:00 P.M. to 8:00 A.M., Monday through Friday, All day Saturday & Sunday

Overtime
All recognized holidays

Double Time
All recognized holidays


Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew
- Show site prices will apply to all hanging sign orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

HANGING SIGN LABOR AND EQUIPMENT

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

Please indicate method of supervision you require for assembly/disassembly:
- Freeman
- Exhibitor Personnel
- Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

INVOICE

17/18 (451922)
Please include this form with your hanging sign order form.

Structural Integrity Statement
This form must be returned for all suspended structures.

______________________________ , the contracted exhibitor at the 2017 Naval Future Force Science & Tech Expo / July 20 - 21, 2017 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, Walter E Washington Convention Center, Freeman, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: _________________________________ Booth #: __________
Authorized Signature: __________________________________________________________________________
Printed Name: _________________________________ Date: __________
E-Mail: _______________________________________________________________________________________

Display House/Builder (if applicable): _________________________________
Authorized Signature: __________________________________________________________________________
Printed Name: _________________________________ Date: __________
E-Mail: _______________________________________________________________________________________

Complete and return form to address listed at the top of this form.
RESULTS, DELIVERED

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.
EXHIBIT TRANSPORTATION SERVICES
Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

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 www.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.
TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: ____________

SHIPPER NAME ____________________________

SHIPPER ADDRESS ____________________________

DESTINATION

☐ I will be shipping to the WAREHOUSE
  FREEMAN / Exhibiting Company Name / Booth #
  2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO
  C/O: FREEMAN
  9900 BUSINESS PARKWAY
  LANHAM, MD 20706
  MUST BE DELIVERED BY JULY 12, 2017

☐ I will be shipping to SHOW SITE
  FREEMAN / Exhibiting Company Name / Booth #
  2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO
  C/O: FREEMAN
  WALTER E WASHINGTON CONVENTION CENTER
  801 MOUNT VERNON PLACE NW
  WASHINGTON, DC 20001
  CANNOT BE DELIVERED BEFORE JULY 19, 2017

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

Fax: (469) 621-5810

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

SHOW # ________

01/17
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.
TO: ______________________________
  EXHIBITOR NAME

C/O: FREEMAN
WALTER E WASHINGTON CONV CTR
801 MOUNT VERNON PLACE NW
WASHINGTON, DC 20001

SHOW SITE
(451922)

2017 NAVAL FUTURE FORCE
EVENT: SCIENCE & TECHNOLOGY CONFERENCE
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.
TO: ________________________________

EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(451922)

2017 NAVAL FUTURE FORCE
EVENT: SCIENCE & TECHNOLOGY CONFERENCE

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.
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 the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
• The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.
• Warehouse freight will be delivered to the booth prior to exhibitor set up.

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 the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?
• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight 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.
**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**
- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- 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 Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

**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 Rigging 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 Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

**OTHER AVAILABLE FREIGHT SERVICES** (may not be available in all locations)
- Cranes
- Accessible 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: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

For Assistance, please call 301-918-7975 to speak with one of our experts.

Let Freeman Online® estimate your material handling charges for you. Log on to 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 in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

**UNCРАTED:** 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 5:00 P.M. Monday through Friday
- 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday

**OVERTIME:**
- All day Sunday and Holidays
  - (Overtime/Double time 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.)

**DOUBLE TIME:**
- November 23, 2017; Day After Thanksgiving, November 24, 2017; Christmas Day, December 25, 2017
- November 23, 2017; Day After Thanksgiving, November 24, 2017; Christmas Day, December 25, 2017

**RECOGNIZED HOLIDAYS:**

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warehouse Shipment (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$130.75</td>
<td>261.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$170.00</td>
<td>340.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$196.00</td>
<td>392.00</td>
</tr>
<tr>
<td><strong>Show Site Shipment (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$121.00</td>
<td>242.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$157.50</td>
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<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$181.50</td>
<td>363.00</td>
</tr>
<tr>
<td><strong>Small Package - Maximum weight is 30 lbs per shipment</strong></td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
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</tr>
</tbody>
</table>

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

**ADDITIONAL SURCHARGES:**

- **Shipment Delivered after Deadline Date (in addition to above rates)**
  - Warehouse Shipment after JULY 12, 2017: $32.75 65.50
  - Show Site Shipment after JULY 19, 2017: $30.25 60.50

- **Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates)**
  - Crated or Skidded Shipment: $30.25 60.50
  - Special Handling Shipment: $39.50 79.00
  - Uncrated or Pad Wrapped Shipment: $45.50 91.00
  - Carpet and/or Pad Only Shipment: $45.50 91.00

- **Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates)**
  - Crated or Skidded Shipment: $36.50 73.00
  - Special Handling Shipment: $47.25 94.50
  - Uncrated or Pad Wrapped Shipment: $54.50 109.00
  - Carpet and/or Pad Only Shipment: $54.50 109.00

**Estimated Total Cost (200 lb. Min.)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divides by 100 =</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Surcharges</td>
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<table>
<thead>
<tr>
<th>Tax</th>
<th>0.00%</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

17/18 cc (451922)
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017
COMPANY NAME_____________________________________________________________
BOOTH #: ____________________
CONTACT NAME:______________________________________________________
PHONE #: ____________________
E-MAIL ADDRESS _______________________________________________________

IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse     _____ Show Site
2. Estimate of total number of pieces: _____ Display     _____ Equipment
   How many pieces are: _____ Crated     _____ Uncrated     _____ Skidded
3. Total number of trucks/trailers you will use: _____
   **Certified weight ticket(s) must accompany all inbound freight**
4. Your shipment(s) will arrive via (designate number of loads in each category):
   _____ Van Line     _____ Flatbed     _____ Common Carrier
   _____Company Truck
5. What is the approximate weight of your entire shipment? __________
   What is the approximate weight of your heaviest piece? __________
6. Print the name of the person in charge of move-in:
   Contact Name: ______________________
   Phone Number: _____________________
7. Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting? Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Please contact Mike Jones, Jr. at 301-918-7900 or Mike.Jones@freeman.com with any questions.
NAME OF SHOW: 2017 NAVAL FUTURE FORCE SCIENCE & TECH EXPO / JULY 20 - 21, 2017

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$326.25</td>
<td>$456.75</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$377.50</td>
<td>$528.50</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$429.00</td>
<td>$600.50</td>
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<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$423.75</td>
<td>$593.25</td>
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<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$475.00</td>
<td>$665.00</td>
</tr>
<tr>
<td>3040102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$526.50</td>
<td>$737.00</td>
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<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST/OT/DT</td>
<td>Quoted</td>
<td>Quoted</td>
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<tr>
<td>3040300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST/OT/DT</td>
<td>Quoted</td>
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<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$340.25</td>
<td>$476.50</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$391.50</td>
<td>$548.50</td>
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<tr>
<td>304042</td>
<td>Forklift w/operator - 4-Stage - DT</td>
<td>$443.00</td>
<td>$620.25</td>
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RIGGING LABOR

<table>
<thead>
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<th>Advance Price</th>
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<td>3020200</td>
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<tr>
<td>3020201</td>
<td>Rigger Foreman - OT</td>
<td>$201.00</td>
<td>$281.25</td>
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<tr>
<td>3020202</td>
<td>Rigger Foreman - DT</td>
<td>$268.00</td>
<td>$375.25</td>
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<tr>
<td>3020100</td>
<td>Rigger / Material Handler - ST</td>
<td>$102.75</td>
<td>$143.75</td>
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<tr>
<td>3020101</td>
<td>Rigger / Material Handler - OT</td>
<td>$154.00</td>
<td>$215.75</td>
</tr>
<tr>
<td>3020102</td>
<td>Rigger / Material Handler - DT</td>
<td>$205.50</td>
<td>$287.75</td>
</tr>
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</table>

EQUIPMENT

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$51.50</td>
<td>$72.00</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$51.50</td>
<td>$72.00</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$51.50</td>
<td>$72.00</td>
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</table>

INSTALLATION

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

Describe work to be done: ________________________________________________

Sub-Total                                                                 |

Tax N/A                                                                 |

Total                                                                  

DISMANTLE

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

Describe work to be done: ________________________________________________

Sub-Total                                                                 |

Tax N/A                                                                 |

Total                                                                  

17/18 (451922)
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.

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Carrier:</td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
</tbody>
</table>

No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.

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
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

Select Shipment Options (if applicable)

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

☐ Lift gate required
☐ Air ride required
☐ Residential

Select Desired Number of Labels: __________

For Assistance, please call (301) 918-7975 to speak with one of our experts.

For your convenience, please fill out your company name, contact name, and phone number above or below.

For your convenience, please fill out your city, state/province, and zip/postal code below.

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

01/17 (451922)
Walter E. Washington Convention Center
Fire and Safety Guidelines

GENERAL FIRE AND SAFETY GUIDELINES

Smoking
The Washington Convention Center is a non-smoking facility. Smoking is not permitted in any interior areas of the building. We thank you for your cooperation in enforcing this policy.

Fire Fighting and Emergency Equipment
Fire fighting and emergency equipment may not be blocked or obstructed under any circumstances. All fire hose connections, extinguisher cabinets, and fire alarm call stations must be visible at all times. Exhibit booths may not block access to fire fighting equipment.

Exits
For your safety, exit doors may not be obstructed. Exit doors may not be locked, blocked or held open, except by an approved smoke detection closing device. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed from view by booths, decorations or any other objects or hanging materials.

Aisles
Aisles in exhibit halls must be at least ten (10) feet wide.

Propane
Propane tanks may not be stored inside the center.

Crate Storage
Empty crate storage is permitted only with prior approval and within specific guidelines.

BOOTH GUIDELINES

Exhibit Booth Construction and Decorations
Exhibit booths shall be constructed of noncombustible or limited combustible materials. Wood shall be greater than ¼ inch nominal thickness, or wood not greater than ¼ thickness shall be treated with fire retardant meeting the requirements of National Fire Protection Association (NFPA) standard 703. Other combustible materials must be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.

Multi-Story Exhibit Booths
Exhibit booths that are multi-story or contain covered exhibit areas, such as conference areas or theatres, must be approved in advance and meet minimum life safety requirements. Please consult your Event Manager for further information.

Electrical Equipment
Electrical equipment must be listed equipment (U.L., F.M., etc.). Electrical wiring must be in accordance with the National Electrical Code. 14 gauge wire or better is required for all connections. All extension cords must be 3 wire grounded.

Only WCCA staff is authorized to move WCCA electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

Cooking in Exhibit Booths
Exhibitor cooking is approved in advance, on a case-by-case basis by WCCA and the D.C. Fire Prevention Division. Please note the following:
* Devices producing open flames, such as sterno, are not allowed in exhibit areas.
* The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials, or chemicals as fuel is strictly prohibited.
* Frying equipment must be equipped with a grease shield.
A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.

Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from WCCA and the D.C. Fire Prevention Division.

After review, the D.C. Fire Marshall may require certain types of commercial cooking equipment that produce grease laden vapors to install a supplemental exhaust system over the equipment.

The D.C. Fire Marshall may require a test of cooking equipment before show opening.

Please consult your Event Manager for further information and to request Cooking Request Forms.

Open Flame
Open flame devices and candles are not permitted in exhibit booths.

Compressed Gases/Flammable Liquids/Aerosols
The use, display or storage of compressed gasses, flammable liquids, or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization.

Hazardous Materials
Certain waste products are classified as hazardous waste, and may only be used, handled, stored and disposed of in accordance with OSHA and EPA material handling guidelines. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies.

Special handling is required for the proper disposal of hazardous material or substances, and must be coordinated with the Center. No one may bring such material into the Center without prior written approval from the WCCA.

Hazardous Chemicals
Hazardous chemicals, including pool chemicals, pesticides and herbicides are prohibited without prior written approval.

Vehicles on Display
Section 314.4 of the International Fire Code specifies the following.

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motorcraft shall not be located indoors except as follows:

1. Batteries are disconnected.
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, fueled equipment, boats or other motorcraft equipment are not fueled or defueled within the building.
Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
## Description Of Service

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Total Outlets</th>
<th>Incentive</th>
<th>Base</th>
<th>24 Hr or Dedicated 20 amp</th>
<th>Overhead Service</th>
<th>Floor Service</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120 V Outlet - Maximum of One (1) connection per outlet</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Amp / 500 watts</td>
<td></td>
<td>103.00</td>
<td>125.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Amp /1000 watts</td>
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<td>127.00</td>
<td>153.00</td>
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<td></td>
<td></td>
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<tr>
<td>20 Amp / 2000 watts</td>
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<td>192.00</td>
<td>238.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amp - <em>Minimum for European Power</em></td>
<td></td>
<td>341.00</td>
<td>418.00</td>
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<tr>
<td>30 Amp</td>
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<td>463.00</td>
<td>570.00</td>
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<td>40 Amp</td>
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<td>584.00</td>
<td>721.00</td>
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<td>50 Amp</td>
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<td>645.00</td>
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<td>841.00</td>
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<td>100 Amp</td>
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<td>1044.00</td>
<td>1275.00</td>
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</tr>
<tr>
<td><strong>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</strong></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>20 Amp</td>
<td></td>
<td>460.00</td>
<td>566.00</td>
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<tr>
<td>30 Amp</td>
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<td>668.00</td>
<td>805.00</td>
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<tr>
<td>60 Amp</td>
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<td>1017.00</td>
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<td>100 Amp</td>
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<td>1,844.00</td>
<td>2222.00</td>
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<td>200 Amp</td>
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<td>3,621.00</td>
<td>4528.00</td>
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<tr>
<td>400 Amp</td>
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<td>5,960.00</td>
<td>7450.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*24 Hr Power and dedicated 20amp / 120v outlets are double the listed price*
Transformer(s): Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power.

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Qty</th>
<th>Incentive</th>
<th>Base</th>
<th>European Power</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boost 208V to 230V  <em>Euro Transformer 208V-240V (Min 20 Amp/208/1ph)</em></td>
<td></td>
<td>172.00</td>
<td></td>
<td>205.00</td>
<td></td>
</tr>
<tr>
<td>European Transformer 480V -380V (Min 60 amp 480V 3ph)</td>
<td></td>
<td>409.00</td>
<td></td>
<td>679.00</td>
<td></td>
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480V 3Ø Motor & Equipment Outlets

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Qty</th>
<th>Incentive</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Amp</td>
<td></td>
<td>687.00</td>
<td>823.00</td>
</tr>
<tr>
<td>60 Amp</td>
<td></td>
<td>1,222.00</td>
<td>1,465.00</td>
</tr>
</tbody>
</table>

Over 60 Amp 3Ø Outlet – Call for Estimate

**Description Of Service**

**Qty**

**Incentive**

**Base**

**Overhead Quartz Lights:** Please Use Exhibitor Rigging Order Form

**Additional Booth Lighting Services**

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Qty</th>
<th>Incentive</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Watt <em>On Stanchion Inline Booths Only</em></td>
<td></td>
<td>103.00</td>
<td>125.00</td>
</tr>
<tr>
<td>250 Watt <em>Krypton On Stanchion - Inline Booths Only</em></td>
<td></td>
<td>161.00</td>
<td>194.00</td>
</tr>
<tr>
<td>Stem Lights <em>Hard Wall Use Only</em></td>
<td></td>
<td>103.00</td>
<td>125.00</td>
</tr>
<tr>
<td>Track Lighting – (3) 75watt fixtures</td>
<td></td>
<td>224.00</td>
<td>235.00</td>
</tr>
</tbody>
</table>

10 ft. spreader bar required

**See Terms and Conditions Section for Labor Rates**

**Subtotal of Charges** $ 

**THIRD PARTY PAYMENT**

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

**Labor Request Section:**

Send PDF or DWG for all Island booths 30x30 or larger to: dcehibitorservices@hi-techelectric.com

- [ ] Floor Plan included with outlet locations/orientation
- [ ] Floor Plan to follow
- [ ] OK to proceed without exhibitor present
- [ ] Do Not proceed until exhibitor is onsite

Scaled floor plan showing all outlet locations and booth orientation required

Installation Labor date:

Installation Time:

Size of Booth:

Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ]

*****Indicate all 24 hr and dedicated outlets on floor plan
ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- $99.00 per hour during Straight Time: 8am-4:30pm M-F
- $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: $180.00 per hour (one hour minimum) plus operator’s time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR  (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

Please Use Exhibitor Rigging Order Form

- $99.00 per hour during Straight Time: 8am-4:30pm M-F
- $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: $180.00 per hour (one hour minimum) plus operator’s time.
- A four (4) hour minimum per man labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor’s floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- 24-hour power and dedicated 20amp/120v circuits are double the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- Payment: Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Unauthorized Power Usage: Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- Labor Rates: All Labor Rates are subject to the current labor contract effective at time of performed labor.
HI-TECH ELECTRIC JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE.
- All motors for rigging must be ordered through HTE.
- All labor for rigging-to-building structures will be provided through HTE.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.
ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of $95.00 per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor and acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or HTE Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any HTE personnel.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE’s payment policies and terms of contract.
Online Ordering is available at www.hi-techelectric.com

**Where is my power located?**
Inline and Peninsula Booth power is generally located along the back center curtain wall, unless you request the power to be distributed from this main location (drop) to other locations in the booth.

Island Booths will have the main drop installed at the location requested by you. This main drop must be indicated on a scaled floor plan. Neighboring aisles and booths should also be included on this floor plan. Should no floor plan be provided, the main drop will be installed in the booth at our discretion.

Note: For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Please come to the Electric Labor Desk when your carpet installation is completed to schedule your booth electric services to be energized.

**What if I need power in one or more additional locations?**
Supply Hi-Tech Electric with a floor plan of your booth showing the exact outlet locations needed, and the amount of electricity designated at each one.

Feel free to download any of these scaled grids provided on the FAQs link at our website: www.hi-techelectric.com for your convenience: 10x10, 10x20, 10x30, 20x20, 20x30, 20x40

If a different size grid is needed, please contact our Exhibitor Services Department: dcexhibitorservices@hi-techelectric.com.

**Do I need a floor plan for lighting?**
All lights require a floor plan for placement and focusing.

**How do I determine how much power to order?**
Calculate your electrical needs by the amperage (amps) or wattage (watts) of each piece of equipment requiring power. This would include lighting. If multiple outlet locations are required, there is a maximum of one connection per outlet. Example: If there are 5 separate locations, indicate how much wattage per outlet location.

Standard office equipment such as laptops, computer monitors, lead retrievals units, credit card machines, DVD players and TVs will be ordered from the first three line items under 120v outlet on the service order form.

**How do I order 24-hour power?**
Indicate the quantity of outlets in the column marked 24 Hr or Dedicated 20 amp, and double the listed amount according to the advance or post-deadline date. Also indicate these on the booth diagram.

**How do I know if my booth requires labor and materials?**
- Since all Island Booths stand alone, they require electricity to be brought to a main drop location from the closest power source in the exhibit hall. Therefore, a minimum one-hour (per technician) labor is charged for installation. Materials used to complete the installation are determined on site. If you require an estimate pre-show, contact our exhibitor services dept. at dcexhibitorservices@hi-techelectric.com
- Any booth or display that requires a dedicated outlet (minimum 20 amp) to be installed may also incur labor and material charges. For any questions, please call 510-293-6151 or email dcexhibitorservices@hi-techelectric.com
Any booth requesting multiple outlet locations (power distribution) will require labor with a minimum one hour (per technician) for installation. Materials used to complete the installation are determined on site.

Any booth with a service order for a 208V motor and equipment outlet will require labor with a minimum one hour (per technician) to configure the connection. Materials used to complete the installation are determined on site.

All overhead services will require labor: overhead quartz lights from the ceiling, signage over 200 lbs, lit signage

All re-distribution of services, added outlets, or any other onsite changes will require labor, for example: change of outlet location once installed

Please complete the **Labor Request Section** of the service order form to schedule Labor.

**What is dismantle labor?**
Dismantle labor is charged for all booths with installation work orders. The fee is one half (1/2) of the total installation charges.

**Where do I go for assistance at show site?**
Hi-Tech Electric will have an Electrical Service Desk stationed with the other service contractors at the general contractor Service Center.

**How can I get an invoice of my electrical charges?**
A detailed invoice will be available upon request at the Electrical Service Desk at show site. If a pre-event invoice is required, please call 510-293-6151 or request by email from dcexhibitorservices@hi-techelectric.com

**Can I bring my own extension cords and power strips?**
Any extension cords or power strips that are not provided by Hi-Tech Electric are subject to inspection, and may not be placed under any carpet or flooring. These items are also available to rent at show site. Our electrical service desk will provide them upon request.

**Will my international equipment be compatible with USA power source connections?**
Please email to dcexhibitorservices@hi-techelectric.com or call 202-249-3600 for more information.

**How is payment made to Hi-Tech Electric?**
Full payment for all items ordered on electrical or plumbing service contract form is required at the time of ordering to process installation. Any additional labor and/or material charges will be added at show site. **Check, Visa, MasterCard, American Express and Wire Transfer payments are accepted.**

- The correct credit card billing name and address must be on the service order form, complete with city, state, and zip code
- Purchase orders are not accepted as payment. Please email our accounting department at accounting@hi-techelectric.com for any questions.

**How do I send a wire transfer payment?**
Please request our banking information by emailing to accounting@hi-techelectric.com

**What if another company is paying for my electrical services?**
The exhibiting company acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

**Need assistance?**
Email: dcexhibitorservices@hi-techelectric.com
Show site exhibitor services: 202-249-3600
Vendor forms, W-9, bank information requests: accounting@hi-techelectric.com
Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

**Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!
Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088  2016-2017**

*** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES ***

**TRUSS / MOTORIZED HOIST / RIGGING LABOR**

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Qty</th>
<th>Incentive</th>
<th>Base</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Quartz Lights:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Package for All Booths in Halls ABC Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes Power, Rigging, Labor &amp; One Time Focus</td>
<td></td>
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<td></td>
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<tr>
<td>(One Time Focus labor must be scheduled on straight time)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays &amp; Weekends</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package Price Per Each Overhead Quartz Light: For Hall ABC</td>
<td>765.00</td>
<td>983.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Quartz Lights: For Hall DE</td>
<td>373.00</td>
<td>456.00</td>
<td></td>
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<tr>
<td>Overhead Quartz Lights: For booths that are supplying their own truss:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Power, Rigging, Labor, Focus not included. Call for Quote</td>
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</table>

**TRUSS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Incentive</th>
<th>Base</th>
<th>Total Price</th>
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</thead>
<tbody>
<tr>
<td>10X12X12 Truss</td>
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<td>200.00</td>
<td>230.00</td>
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<tr>
<td>Corner Blocks</td>
<td></td>
<td>130.00</td>
<td>148.00</td>
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<tr>
<td>CHAIN MOTOR up to 1 Ton</td>
<td></td>
<td>555.00</td>
<td>588.00</td>
<td></td>
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<tr>
<td>GLP provides all motors for all overhead rigging</td>
<td></td>
<td></td>
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<tr>
<td>Price includes power and points</td>
<td></td>
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<tr>
<td>ROTATING MOTOR</td>
<td></td>
<td>555.00</td>
<td>588.00</td>
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</tr>
<tr>
<td>RIGGING POINTS Per Point</td>
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<td>119.00</td>
<td>134.00</td>
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</tbody>
</table>

**Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)**

Subtotal of Charges $
**Labor Request Section: 4 Hour Minimum per Man**

**See Terms and Conditions Section for Labor/Lift Rates**

<table>
<thead>
<tr>
<th>Installation Day/Date</th>
<th>No. Stagehands</th>
<th>No. Riggers</th>
<th>Dismantle Day/Date</th>
<th>No. Stagehands</th>
<th>No. Riggers</th>
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</table>

**TERMS AND CONDITIONS**

*Page 3 must be signed in order for Rigging Services to be scheduled*

**RIGGING LABOR**

- $99.00 per hour during Straight Time: 8am-4:30pm M-F
- $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: $180.00 per hour (one hour minimum) plus operator's time.

**RIGGING JURISDICTION**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email dcexhibitorservices@hitechelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring own rotation motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

**SPECIAL EQUIPMENT / ONSITE ORDERS**

- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.

**HI-TECH ELECTRIC MATERIALS**

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.
ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor and acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

Tipping is not permitted to HTE/GLP employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE’s payment policies and terms of contract.
Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!
### Compressed Air: 90-100 lbs. PSI

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Total Outlets or Connections</th>
<th>Incentive</th>
<th>Base</th>
<th>24 Hour Service Add 50%</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First outlet at rear of booth (24 hr Service: Add 50%)</td>
<td>243.00</td>
<td>292.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Additional outlets (24 hr Service: Add 50%)</td>
<td>192.00</td>
<td>234.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Number of connections</td>
<td>70.00</td>
<td>85.00</td>
<td></td>
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</tr>
</tbody>
</table>

*Size of connections*

*PSI (Required)*

*CFM (Required)*

### Water ½” and ¾”

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Total Outlets or Connections</th>
<th>Incentive</th>
<th>Base</th>
<th>24 Hour Service Add 50%</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First outlet at rear of booth</td>
<td>243.00</td>
<td>292.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Additional outlets</td>
<td>137.00</td>
<td>166.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Number of connections</td>
<td>83.00</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Size of connections*

*GPM*

### Continuous Water & Drain

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Total Outlets or Connections</th>
<th>Incentive</th>
<th>Base</th>
<th>24 Hour Service Add 50%</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Water &amp; Drain</td>
<td>341.00</td>
<td>408.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Drain Outlets ½” & ¾”

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Total Outlets or Connections</th>
<th>Incentive</th>
<th>Base</th>
<th>24 Hour Service Add 50%</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First outlet at rear of booth</td>
<td>184.00</td>
<td>226.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Additional outlets</td>
<td>137.00</td>
<td>166.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Number of connections</td>
<td>83.00</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Size of connections
### Sinks & Water Heaters Booth Package

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Quantity</th>
<th>Incentive</th>
<th>Base</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Single Sink: Includes cold water, drain, labor/materials</td>
<td></td>
<td>865.00</td>
<td>1,082.00</td>
<td></td>
</tr>
<tr>
<td>2. Double Sink: Includes cold water, drain, labor/materials</td>
<td></td>
<td>1,081.00</td>
<td>1,298.00</td>
<td></td>
</tr>
<tr>
<td>3. Hot Water Heater/ 40 gallons (includes electric)</td>
<td></td>
<td>335.00</td>
<td>391.00</td>
<td></td>
</tr>
</tbody>
</table>

* Based on straight time labor. 25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays

### Fill and Drain

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Quantity</th>
<th>Incentive</th>
<th>Base</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fill and Drain 0-199 Gallons</td>
<td></td>
<td>137.00</td>
<td>166.00</td>
<td></td>
</tr>
<tr>
<td>2. Fill and Drain 200-399 Gallons</td>
<td></td>
<td>203.00</td>
<td>249.00</td>
<td></td>
</tr>
<tr>
<td>3. Fill and Drain 400+ Gallons and over</td>
<td></td>
<td>303.00</td>
<td>361.00</td>
<td></td>
</tr>
</tbody>
</table>

### Natural Gas

<table>
<thead>
<tr>
<th>Description Of Service</th>
<th>Quantity</th>
<th>Incentive</th>
<th>Base</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First outlet at rear of booth Call for estimate of total invoice</td>
<td></td>
<td>375.00</td>
<td>554.00</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal of Charges** $ 

### See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

### Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com

| [ ] Floor Plan included indicating all plumbing services | Installation Labor date: |
| [ ] Floor Plan to follow | Installation Time: |
| [ ] OK to proceed without exhibitor present | Size of Booth: |
| [ ] Do Not proceed until exhibitor is onsite | Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ] |

Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.

Indicate all 24 hr services on floor plan.
TERMS AND CONDITIONS

Page 4 must be signed in order for Air / Water / Drain installation to be scheduled

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. $99.00 per hour during Straight Time: 8am-4:30pm M-F
2. $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

Outlet Locations: All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

Special Equipment: Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.

Hi-Tech Electric Materials: All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

Floor Coverings: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

Equipment Requiring Water: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

Moisture/ Sediment/ Loss of Pressure: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

Cylinders: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.
ESTIMATES / REVISIONS
- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES
All booths and displays with labor will incur a 20% supervision fee of the total labor hours.

CANCELLATIONS
- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.

DISCONNECTION
All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (and acknowledged by) HTE.

CLAIMS AND/OR INVOICE DISPUTES
Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DELAYS
In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

PAYMENT
Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.

ON-SITE PAYMENTS / TIPPING
All on-site payments must be submitted only to a Customer Service Representative or HTE Management. Tipping or gratuity of any kind is not permitted.

LABOR RATES
All Labor Rates are subject to the current labor contract effective at time of performed labor.

INDEMNITY
The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept Hi-Tech Electric’s payment policies and terms of contract.
Order 21 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications and television service provider for the Walter E. Washington Convention Center.

Hardwired Internet Service
- Shared or Dedicated Bandwidth Services

Wireless Internet Service
- Custom Hot Spot
- On-Site / On-Demand Services

Telephone Service
- Single-Line
- Multi-Line
- Conference Telephone Services

Television Service
- HD Service

To review and order our services visit https://orders.smartcitynetworks.com

Questions? Contact us at (888) 446-6911 or csr@smartcity.com.
2017
Exhibitor Catering
Menu

A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders. All orders are subject to a $65 Delivery Fee per delivery service. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.
Welcome to Washington DC, a world-renowned destination for business and family fun – where the entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Walter E. Washington Convention Center.

Our style is collaborative, and our DC team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable.

We are committed to delivering the finest food, amenities, and service to impress your guests and complement your company’s goals and reputation.

Much of our success comes from our attention to the important details that create truly welcoming experiences.

From fresh, locally-sourced, and quality ingredients to crisp, sincere, and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results.

Please give us a call to start the planning process today!

Here’s to your successful event in DC,

Katrina Huey,
Sales Coordinator
Centerplate/NBSE
801 Mt Vernon Place NW
Washington DC, 20001
P. 202.249.3524
F: 202-249.3522
Katrina.Huey@centerplate.com

A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a $65 Delivery Fee per delivery service. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.
Exhibitor Catering & Hospitality Services

Centerplate/NBSE is dedicated to providing quality service for all exhibitor shows. With a unique blend of traditional and upscale food and beverage services, we can create an extraordinary catering experience during your event.

The excitement builds as the show draws near your booth or hospitality suite; Why not allow us to help bring the customers to your booth?

The aroma of any of our creative traffic builders is sure to entice everyone to find his or her way to your booth. We also provide luncheon buffets, boxed lunches or snacks for your staff.

If your booth’s size allows, we can provide a reception with gourmet Hors D’oeuvres, fresh seasonal Fruits and Berries or a Chef Attended Action Station. Along with a wide selection of spirit and specialty beverages that will quench almost any kind of thirst.

Whatever your culinary needs are, we are here to fulfill them, as Centerplate/NBSE is an exclusive catering company, which provides world-class catering services at the Walter E. Washington Convention Center here in Washington D.C. our Nation’s Capital.

We offer a full line of exhibitor and meeting room catering services in the following menus because we know that booth enticements and hospitality services are proven tools for increasing sales at trade shows and conventions. We guarantee exceptional service, quality and presentation.

*All services may be provided, pending approval from Show Management Staff*

ALL FOOD & BEVERAGE MUST BE PURCHASED THROUGH CENTERPLATE/NBSE

Outside Food & Beverage are NOT permitted in the Walter E. Washington Convention Center

Orders must be placed at least 3 weeks prior to Show Dates

Phone: (202) 249-3524 - Fax: (202) 249-3522

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**Refreshments**

All beverage services include appropriate condiments and disposable service-ware. Customer is responsible for providing Food/Beverage tables in the booth. Not based on consumption.

<table>
<thead>
<tr>
<th>Beverage</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly Brewed Coffee</td>
<td>$300</td>
<td>Five gallon units (approximately 65 cups)</td>
</tr>
<tr>
<td>Freshly Brewed Decaf Coffee</td>
<td>$180</td>
<td>Three gallon units (approximately 40 cups)</td>
</tr>
<tr>
<td>Assorted Hot Tea</td>
<td>$180</td>
<td>Three gallon units (approximately 40 cups)</td>
</tr>
<tr>
<td>Morning Coffee Package</td>
<td>$360</td>
<td>To include three gallons of regular coffee, two gallons of decaf coffee, and one gallon of herbal tea.</td>
</tr>
<tr>
<td>Freshly Brewed Iced Tea</td>
<td>$120</td>
<td>Sweetened or Unsweetened Three gallon units (approximately 45 cups)</td>
</tr>
<tr>
<td>Lemonade</td>
<td>$120</td>
<td>Three gallon units (approximately 45 cups)</td>
</tr>
<tr>
<td>Fruit Punch</td>
<td>$120</td>
<td>Three gallon units (approximately 45 cups)</td>
</tr>
<tr>
<td>Assorted Bottled Juice</td>
<td>$96</td>
<td>(Apple, Cranberry, Orange, Grapefruit) By the Case (24)</td>
</tr>
<tr>
<td>Assorted Sodas</td>
<td>$84</td>
<td>(Pepsi Products Only) Includes Regular &amp; Diet By the Case (24)</td>
</tr>
<tr>
<td>Bottled Spring Water</td>
<td>$84</td>
<td>By the Case (24)</td>
</tr>
<tr>
<td>Bottled Sparkling Water</td>
<td>$96</td>
<td>By the Case (24)</td>
</tr>
<tr>
<td>Milk by the Gallon</td>
<td>$20</td>
<td>Skim, Whole, 2%</td>
</tr>
<tr>
<td>5-Gallon Water Jug</td>
<td>$25</td>
<td>For use with Water Cooler</td>
</tr>
<tr>
<td>Water Cooler Daily Rental</td>
<td>$60</td>
<td>Customer responsible for electrical requirements – 120 volt</td>
</tr>
<tr>
<td>40lbs of Ice</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>20lbs of Ice</td>
<td>$15</td>
<td></td>
</tr>
</tbody>
</table>

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**Snacks**

All snack services include appropriate disposable service-ware.  
Customer is responsible for providing Food/Beverage tables in the booth. Not based on consumption.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Individual Containers of Yogurt</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Layered Yogurt, Granola and Fresh Fruit Cup</td>
<td>$78</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Whole Fresh Fruit</td>
<td>$36</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Platter of Chilled Seasonal Fresh Fruits &amp; Berries Served with Honey Yogurt dipping sauce</td>
<td>$135</td>
</tr>
<tr>
<td>Serves 15</td>
<td></td>
</tr>
<tr>
<td>Serves 25</td>
<td>$225</td>
</tr>
<tr>
<td>Platter of Market Vegetables</td>
<td>$97.50</td>
</tr>
<tr>
<td>Serves 15</td>
<td></td>
</tr>
<tr>
<td>Served with Buttermilk Ranch dipping sauce</td>
<td></td>
</tr>
<tr>
<td>Grilled Vegetable Platter</td>
<td>$187.50</td>
</tr>
<tr>
<td>Serves 25</td>
<td></td>
</tr>
<tr>
<td>Assorted Grilled Seasonal Market Vegetables Served with Balsamic Vinaigrette</td>
<td></td>
</tr>
<tr>
<td>Antipasto Platter</td>
<td>$12</td>
</tr>
<tr>
<td>Per Person</td>
<td></td>
</tr>
<tr>
<td>Black, Green and Greek Olives, Pepperoncini, Marinated Mushrooms, Artichokes, Assorted Italian Meats &amp; Cheeses Tomato Bruschetta served with an array of whole and sliced Baguettes</td>
<td></td>
</tr>
<tr>
<td>Assorted Candy Bars</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Chewy Granola Bars</td>
<td>$36</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Dessert Squares – Raspberry Cheesecake Swirl, Pecan and Lemon</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Individual Bags of Potato Chips and Pretzels</td>
<td>$33</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Trail Mix Bags</td>
<td>$42</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Trail Mix</td>
<td>$35</td>
</tr>
<tr>
<td>By the pound</td>
<td></td>
</tr>
<tr>
<td>Tri-Colored Tortilla Chips with Salsa &amp; Guacamole</td>
<td>$50</td>
</tr>
<tr>
<td>Serves 10</td>
<td></td>
</tr>
<tr>
<td>Spinach Dip with Pita Chips</td>
<td>$80</td>
</tr>
<tr>
<td>Serves 15</td>
<td></td>
</tr>
<tr>
<td>Premium Mixed Nuts</td>
<td>$32 lb.</td>
</tr>
<tr>
<td>Serves 10</td>
<td></td>
</tr>
</tbody>
</table>

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Fresh from the Bakery

All baked goods include appropriate condiments and disposable service-ware. Customer is responsible for providing Food/Beverage tables in the booth. Not based on consumption.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Muffins</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Bagels</td>
<td>$48</td>
</tr>
<tr>
<td>Served with Plain Cream Cheese</td>
<td></td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Mini Fruit &amp; Cheese Danishes</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Fresh Baked Croissants</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Breakfast Pastries</td>
<td>$48</td>
</tr>
<tr>
<td>(Muffins, Danishes, &amp; Croissants)</td>
<td></td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Gourmet Biscotti</td>
<td>$48</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Freshly Baked Assorted Homestyle Cookies</td>
<td>$38</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Brownies</td>
<td>$38</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Rice Krispy Treats</td>
<td>$42</td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Soft Pretzels Served Warm</td>
<td>$60</td>
</tr>
<tr>
<td>with Spicy Dijon Mustard</td>
<td></td>
</tr>
<tr>
<td>By the dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Chocolate Dipped Strawberries</td>
<td>$120</td>
</tr>
<tr>
<td>By two dozen</td>
<td></td>
</tr>
<tr>
<td>Assorted Cupcakes</td>
<td>$72</td>
</tr>
<tr>
<td>Without Custom Logo</td>
<td></td>
</tr>
<tr>
<td>With Custom Logo</td>
<td>$84</td>
</tr>
<tr>
<td>Half Sheet Cake</td>
<td>$225</td>
</tr>
<tr>
<td>with/without Custom Logo</td>
<td></td>
</tr>
<tr>
<td>(Serves Approx. 40pp)</td>
<td></td>
</tr>
<tr>
<td>Full Sheet Cake</td>
<td>$425</td>
</tr>
<tr>
<td>with/without Custom Logo</td>
<td></td>
</tr>
<tr>
<td>(Serves Approx. 80pp)</td>
<td></td>
</tr>
</tbody>
</table>

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Lunch Options
All lunch services are served with disposable plates, cutlery, napkins and appropriate condiments.
Customer is responsible for providing Food/Beverage tables in the booth.
Not based on consumption.

<table>
<thead>
<tr>
<th>Assorted Sandwiches and Wraps</th>
<th>Assorted Croissant Platter</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Tuna on Kaiser</td>
<td>- Ham with Brie Cheese</td>
</tr>
<tr>
<td>- Grilled Chicken Wrap</td>
<td>- Shaved Turkey &amp; Cranberry Butter</td>
</tr>
<tr>
<td>- Grilled Veggies on Focaccia</td>
<td>- Roast Beef with Swiss Cheese</td>
</tr>
<tr>
<td>(Serves 12) $144</td>
<td>- Alfalfa Sprouts with Boursin Cheese</td>
</tr>
<tr>
<td>(Services 25) $300</td>
<td>(Serves 12) $168</td>
</tr>
<tr>
<td></td>
<td>(Services 25) $320</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assorted Sandwich Selection</th>
<th>Walk Around Wraps</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ham on White Bread</td>
<td>- Smoked Turkey, Boursin Cheese, Arugula, Diced Red Onion, Avocado and Tomatoes</td>
</tr>
<tr>
<td>- Smoked Turkey on Whole Wheat</td>
<td>- Asian Shaved Beef, Cabbage Slaw and Miso Dressing</td>
</tr>
<tr>
<td>- Roast Beef on Rye</td>
<td>- Marinated Grilled Chicken, Garden Vegetables and Creamy Ranch</td>
</tr>
<tr>
<td>- Salami on White Bread</td>
<td>- Grilled Vegetables, Fresh Spinach and Balsamic Vinaigrette</td>
</tr>
<tr>
<td>- Fresh Mozzarella, Basil &amp; Tomato Served with Chef’s Selection of Cheeses</td>
<td></td>
</tr>
<tr>
<td>(Serves 12) $144 (Services 25) $300</td>
<td>(Serves 12) $144 (Services 25) $300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assorted Croissant Platter</th>
<th>Walk Around Wraps</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ham with Brie Cheese</td>
<td>- Smoked Turkey, Boursin Cheese, Arugula, Diced Red Onion, Avocado and Tomatoes</td>
</tr>
<tr>
<td>- Shaved Turkey &amp; Cranberry Butter</td>
<td>- Asian Shaved Beef, Cabbage Slaw and Miso Dressing</td>
</tr>
<tr>
<td>- Roast Beef with Swiss Cheese</td>
<td>- Marinated Grilled Chicken, Garden Vegetables and Creamy Ranch</td>
</tr>
<tr>
<td>- Alfalfa Sprouts with Boursin Cheese</td>
<td>- Grilled Vegetables, Fresh Spinach and Balsamic Vinaigrette</td>
</tr>
<tr>
<td>(Serves 12) $168 (Services 25) $320</td>
<td></td>
</tr>
</tbody>
</table>

Lunch Platter Accompaniments
Platters serve approximately 25 guests

<table>
<thead>
<tr>
<th>Harvest Garden Salad</th>
<th>Red Skin Potato Salad or Pasta Salad Primavera</th>
</tr>
</thead>
<tbody>
<tr>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Bowl of Garden Fresh Market Greens with Red Onion, Carrots and Tomatoes, Choice of Dressings to Include Italian, Buttermilk Ranch and Bleu Cheese</td>
<td>Bowl of Red Skin Potato Salad or Rotini Pasta Salad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classic Caesar Salad</th>
<th>Warm Crab and Artichoke Dip</th>
</tr>
</thead>
<tbody>
<tr>
<td>$125</td>
<td>$195</td>
</tr>
<tr>
<td>Bowl of Traditional Caesar Salad with Romaine Heat Lettuce, Garlic Croutons, and Parmesan Cheese served with Caesar Dressing</td>
<td>Chesapeake Crab and Artichoke Hearts in Cream Cheese/Parmesan Crust &amp; Pita Chips</td>
</tr>
</tbody>
</table>

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# Box Lunches

All Boxed Lunches include an individual bag of chips, whole fruit, gourmet cookie, condiments and bottled water. Customer is responsible for providing Food/Beverage tables in booth. Not based on consumption.

<table>
<thead>
<tr>
<th>TRADITIONAL BOX LUNCH</th>
<th>GOURMET WRAP BOX LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$24.00 per person</strong></td>
<td><strong>$26.00 per person</strong></td>
</tr>
<tr>
<td>Choose one Sandwich served on a soft potato bun from the list below:</td>
<td>Choose one Sandwich from the list below:</td>
</tr>
<tr>
<td>- Roast Beef and Cheddar</td>
<td>- Chicken Santa Fe - Pepper Jack Cheese, Sweet Corn Relish and fresh Cilantro</td>
</tr>
<tr>
<td>- Turkey and Swiss</td>
<td>- BBQ Beef - Cheddar cheese, Tomato Marmalade and Iceberg Lettuce</td>
</tr>
<tr>
<td>- Ham and Swiss</td>
<td>- Smoked Turkey - Provolone, Cranberry Mayonnaise and Mesclun Greens</td>
</tr>
<tr>
<td>- Grilled Vegetables - With Sun Dried Tomato and Hummus spread</td>
<td>- Grilled Vegetables - Herb Cream Cheese, Portobello, Tomatoes and Asparagus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GOURMET SALAD BOX LUNCH</th>
<th>DELICATESSEN BOX LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$26.00 per person</strong></td>
<td><strong>$27.00 per person</strong></td>
</tr>
<tr>
<td>Choose one Salad from the list below:</td>
<td>Choose one Sandwich served on a Ciabatta roll from the list below:</td>
</tr>
<tr>
<td>- Chicken Caesar Salad - Crisp Romaine Lettuce, Grilled Chicken breast, Parmesan Cheese and Garlic Croutons. Traditional Caesar dressing</td>
<td>- Lemon Pesto Chicken - Provolone, red leaf lettuce and Sliced Tomatoes</td>
</tr>
<tr>
<td>- Greek Salad - Feta Cheese, Cucumbers and Tomatoes with Romaine Lettuce. Golden Italian dressing</td>
<td>- Tuscan Turkey - Provolone, Red Pepper Aioli and Sliced Olives</td>
</tr>
<tr>
<td>- Black Pepper and Lemon Tuna Salad - Baby Spinach, Cucumbers, Tomatoes and Boiled Eggs. Balsamic dressing</td>
<td>- Italian Deli - Mortadella, Salami and Capicola, Sweet Pepper Relish and Basil</td>
</tr>
<tr>
<td>- Southwestern Vegetables - Black Beans, Cheddar Cheese, Peppers and Onions. Ranch dressing</td>
<td>- Roast Beef - Horseradish Sour Cream, Jardiniere vegetables</td>
</tr>
</tbody>
</table>

* A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders. 
* All orders are subject to a $65 Delivery Fee per delivery service. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.
**Hors D’Oeuvres**

All chilled Hors D’Oeuvres are served with disposable plates, cutlery, napkins and appropriate condiments.

(Priced per 100 pieces ONLY)

Customer is responsible for providing Food/Beverage tables in booth.

### COLD

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iced Jumbo Shrimp with Cocktail Sauce and Lemons</td>
<td>$650.00</td>
</tr>
<tr>
<td>Beef Tenderloin with Stone Ground Mustard</td>
<td>$700.00</td>
</tr>
<tr>
<td>Bruschetta with Goat Cheese, Black Olive Tapenade, Roasted Peppers</td>
<td>$500.00</td>
</tr>
<tr>
<td>Smoked Salmon on Crispy Potatoes with Caper Berries</td>
<td>$600.00</td>
</tr>
<tr>
<td>Maryland Crab Salad in Mini Bouchee</td>
<td>$700.00</td>
</tr>
<tr>
<td>Prosciutto-wrapped Melon</td>
<td>$500.00</td>
</tr>
<tr>
<td>Parmesan Crostini with Baby Tomato, Mozzarella &amp; Basil</td>
<td>$600.00</td>
</tr>
<tr>
<td>Grilled Artichoke, Olive &amp; Red Pepper Foccacini</td>
<td>$700.00</td>
</tr>
<tr>
<td>Brie Canapé, Raspberry &amp; Honey Glazed Pecans</td>
<td>$600.00</td>
</tr>
<tr>
<td>Belgian Endive with Gorgonzola Cheese Mousse &amp; Pecans</td>
<td>$500.00</td>
</tr>
<tr>
<td>Curried Chicken Tart</td>
<td>$500.00</td>
</tr>
<tr>
<td>Stuffed Grape Leaves</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

### HOT

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Quesadilla with Jalapeno Bacon</td>
<td>$425.00</td>
</tr>
<tr>
<td>Gruyere and Leek Quiche</td>
<td>$450.00</td>
</tr>
<tr>
<td>Pear and Brie in Phyllo</td>
<td>$500.00</td>
</tr>
<tr>
<td>Asian Chicken Satay</td>
<td>$600.00</td>
</tr>
<tr>
<td>Macaroni and Cheese Popper</td>
<td>$475.00</td>
</tr>
<tr>
<td>Chicken Macadamia Skewer</td>
<td>$600.00</td>
</tr>
<tr>
<td>Lobster Cobbler</td>
<td>$700.00</td>
</tr>
<tr>
<td>Chicken &amp; Lemongrass Pot Sticker</td>
<td>$550.00</td>
</tr>
<tr>
<td>Goat Cheese &amp; Mushroom Egg Roll</td>
<td>$475.00</td>
</tr>
<tr>
<td>Spanakopita</td>
<td>$425.00</td>
</tr>
<tr>
<td>Orange Chicken Spring Roll</td>
<td>$450.00</td>
</tr>
<tr>
<td>Rosemary Chicken Brochette</td>
<td>$600.00</td>
</tr>
<tr>
<td>Mini Maryland Crab Cakes</td>
<td>$700.00</td>
</tr>
<tr>
<td>Gorgonzola Cheese Wellington with Pancetta</td>
<td>$600.00</td>
</tr>
<tr>
<td>Peking Duck Chop Sticks</td>
<td>$650.00</td>
</tr>
<tr>
<td>Asian Shrimp Chop Sticks</td>
<td>$650.00</td>
</tr>
</tbody>
</table>

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All orders are subject to a $65 Delivery Fee per delivery service. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.
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Exhibitor Favorites

*Tables and Electrical power needed for any Equipment are the responsibility of the customer.*

Cappuccino/Espresso Machine

$1,800.00 + + (Based on 2 Hours of Service)

- Includes 200 8oz. cups of Beverage
- Includes 1 Attendant
- Additional cups are $3.75/cup
- Additional Attendant Hours are $56.25/hour
- Customer Responsible for Electrical Requirements:
  - Two 20 amp (40 amp total) 3-pin earthed plugs, 1-20 amp/208 volts/1 phase.
- 6” x 2” space needed
- Table Top version only
- Customer is responsible for Table
Sweet Freeze – Liquid Nitrogen Ice Cream
Homemade Liquid Nitrogen Ice Cream made at your booth!

$1,800.00 + + (Based on 2 Hours of Service)
- Includes 350 4oz. servings of Ice Cream and/or Sorbet
  - You can choose two of the following options:
    - Pure Vanilla Bean, Chocolate, Strawberry, Cookies & Cream, Coffee, Mocha, Frozen Hot Chocolate. Sorbets also available: Strawberry or Mango
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 4oz servings are $4.00 each
- Additional Attendant Hours are $56.25/hour
- Sweet Freeze can be set up in your booth on your counter space or a portable cart can be provided, catering cart is 58.5 X 26 inches
- Customer Responsible for Electrical Requirements: 1 – 110vt.
- Customer is responsible for Table
- Customer may provide bowls and napkins with their customized logo. Additional charges may apply for servings over 4oz.

Add Ice Cream Sundae Bar toppings– Make your own Sundae with

- Level 1: Served with Homemade Hot Fudge, Caramel Sauce, Toffee, Roasted Almonds and Oreo Cookie Crumbs – (up-charge of $500.00)

- Level 2: Homemade Brownies, Triple Chocolate Chip Cookies, Hot Fudge, Caramel Sauce, Strawberry Sauce, Toffee, Roasted Almonds and Pecans, Oreo Cookie Crumbs, Whipped Cream, M&M’s, Sprinkles, and Reese’s™ Peanut Butter Cups Chocolate Chips – (up-charge of $750.00)
Sweet Freeze – Liquid Nitrogen Floats Station
Homemade Liquid Nitrogen Root Beer and Orangesicle Floats made at your booth!

$1,600.00 + (Based on 2 Hours of Service)
- Includes 250 7oz. Float servings
  - All Floats come with Pure Vanilla Bean Ice Cream and your choice of either Root Beer or Orange Soda. You can also request Chocolate Ice Cream on special order.
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 7oz servings are $4.00 each
- Additional Attendant Hours are $56.25/hour
- Sweet Freeze can be set up in your booth on your counter space
- Customer is responsible for Table
- No Electrical Requirements are needed
- Customer may provide cups and napkins with their customized logo.
- Additional charges may apply for servings over 7oz.

Sweet Freeze Smoothies

$1,800.00 + (Based on 2 Hours of Service)
- Includes 250 7oz. Cups of Freshly Made Fruit Smoothies, Cups, and Napkins
- Flavors Include 2 of the Following:
  - Strawberry-Banana, Mango, Blueberry, Coffee or Pina Colada
- Additional Hours: $56.25/Hour (Over 2 Hours)
- Additional Cups (over 250): $5.25 + / 7oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps)
- Customer is responsible for Table
- Customer May Provide Cups with their Own Logo
- Additional Charges will be applied to cups over 7oz

A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
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All orders are subject to a $65 Delivery Fee per delivery service. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.

Exhibitor Catering is not based on consumption. Orders placed less than 21 days from the First Show Day is subject to a 22% late ordering fee. Customer is responsible for tables and electricity. Orders submitted without all information requested will not be processed.

**Signature:**

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**Meeting Information**

Name of Meeting/Event:

Date of Meeting/Event:

Time of Service (Serving Time - Removal):

Location - Hall and Booth #:

Estimated Attendance:

Name of Function:

**Food Order (spell out all details or order)**

**Beverage Order (spell out all details or order)**

**Event Contact**

Name:

Organization:

Address:

City, State & Zip:

Phone:

Email:

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Important Information

Please take a moment to read our policies

1. Please type or print clearly.

2. Form must be received no later than three weeks prior to show dates to ensure confirmation. An additional 22% will be added to all prices for orders placed within three weeks of the show.

3. Applicable Service Charge and Sales Tax will be added to subtotal. SERVICE CHARGE MUST BE TAXED.

4. Food Service Contracts will be sent to you confirming order; signed contracts and full payment must be received in our office at least 5 days before the start of the show. Service will not commence without full payment prior to show, and credit card information on file.

5. Any replenishment orders during the show must be guaranteed by a major credit card; the balance of charges will be billed to the credit card unless payment is received at the end of the show.

Additional Information

1. All food and beverages must be ordered through Centerplate/NBSE, the exclusive Caterer at the Walter E. Washington Convention Center.

2. Outside Food or Beverages will not be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting companies without prior approval and written authorization by Centerplate/NBSE. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute, and must be germane to the show. Sample sizes must be limited to 2 ounces of non-alcoholic beverages, 2 ounces of beer/wine beverages, \( \frac{1}{2} \) ounce of spirits and 2 ounces of food. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Walter E. Washington Convention Center.

3. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.

4. All food service ordered must be paid in full prior to any service commencing. We will accept company checks, Visa, Master Card or American Express only. A credit card is required to be on file for any additional services ordered during the show.

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5. Please allow a minimum of one hour for all replenishment requests during the show and up to two hours for any on-site orders.

6. The exhibitor is responsible for supplying any electricity required for food and beverage service, equipment, trash removal from booth, as well as all tables needed for food and beverage service.

7. All services will be delivered on disposable ware, except plated meals.

8. Please note that all Food and Beverage prices are subject to applicable Service Charge and Sales Tax.

9. Cancellation on all perishable goods must be made in 72 hours in advance. Any cancellation made within 72 hours is subject to cancellation fee up to the full price of the event.

Katrina Huey,
Sales Coordinator
Centerplate/NBSE
801 Mt Vernon Place NW
Washington DC, 20001
P. 202.249.3524
F: 202-249.3522
Katrina.Huey@centerplate.com

****Please call to confirm your order has been received if faxed in. A faxed order does not confirm service. ****