

Exhibitor Critical Dates

Wednesday August 1

Company product, service descriptions, and company logos due

Friday, August 10

Exhibitor registration is live

Monday, August 13

Exhibitor Service Manual distributed to all current exhibitors

Wednesday, September 11

Hotel reservation cutoff for the Hilton Anatole to receive the official reduced conference rate

Corporate Sponsor hotel sub-block reservation deadline

Friday, September 28

Exhibitors receive first of two Pre-Registered Attendee Lists

(list includes Name, Credentials, City and State)

Wednesday, October 3 – Friday, October 26

Exhibitor advance shipments accepted at the advance warehouse

Monday, October 1

Lead Retrieval discounted pricing ends

Friday, October 12

Exhibitor Appointed Contractor (EAC) Notification due to Lauren Matthews at lmattthews@smithbucklin.com

Freeman discount deadline for most show services listed below:

- ☐ Carpet
- ☐ Cleaning Service
- ☐ Computer Rental
- ☐ Electrical Services
- ☐ Floral
- ☐ Furniture & Accessories
- ☐ Labor
- ☐ Lift Equipment & Labor
- ☐ Material Handling – See form 13d for specific discount information
- ☐ Modular Rental Exhibits & Accessories
- ☐ Signs
- ☐ Suspended Sign Labor/Assembly
- ☐ Telecom

Wednesday, October 24

Exhibitors receive second Pre-Registered Attendee List

(list includes Name, Credentials, City and State)

Wednesday, October 31

Direct to show shipments accepted

Wednesday, October 31 – Thursday, November 1

Exhibitor move-in

Thursday, November 1 – Sunday, November 4

2018 AAHKS Annual Meeting

Saturday, November 3

Exhibitor move-out starting at 8:00 p.m.

**No exhibitors will be allowed to dismantle, pack, or remove any part of their exhibits until after the conclusion of the Reception.*

Sunday, November 4

Exhibitor move-out from 8:00 a.m. – 11:00 a.m.

If you have any questions regarding these deadlines, please contact:
Lauren Matthews at 312.673.5617 or lmattthews@smithbucklin.com

AAHKS

2018 ANNUAL MEETING

November 1-4 | Dallas, Texas

Exhibitor Schedule

Move-In:

Wednesday, October 31: 10:00 a.m. – 5:00 p.m.

Thursday, November 1: 10:00 a.m. – 5:00 p.m.

See Security Guard at Exhibit Hall Entrance to receive an AAHKS wristband for admittance.

All exhibits must be fully operational by 5:00 p.m. on Thursday, November 1. After this time, no installation work will be permitted without special permission from AAHKS Show Management.

Show Hours:

Friday, November 2:

Hours	Function
6:00 a.m. – 2:55 p.m.	Exhibit Hall Open
11:00 a.m. – 1:00 p.m.	Lunch
6:30 p.m. – 7:30 p.m.	Welcome Reception

Saturday, November 3:

Hours	Function
6:00 a.m. – 8:00 p.m.	Exhibit Hall Open
6:00 a.m. – 7:00 a.m.	Breakfast
9:52 a.m. – 10:07 a.m.	Break
11:45 a.m. – 12:45 p.m.	Lunch
3:24 p.m. – 3:38 p.m.	Break
6:30 p.m. – 8:00 p.m.	Reception

**Times are subject to change*

Move-Out:

Saturday, November 3: 8:00 p.m. – 10:00 p.m.

Sunday, November 4: 8:00 a.m. – 11:00 a.m.

**No exhibitors will be allowed to dismantle, pack, or remove any part of their exhibits until after the conclusion of the Reception.*

All exhibitor materials must be removed from the exhibit facility by Sunday, November 4, 2018 at 11:00 a.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 Sunday, November 4, 2018 at 10:00 a.m.

Registration Hours:

Thursday, November 1 6:30 a.m. – 8:00 p.m.

Friday, November 2 6:00 a.m. – 7:30 p.m.

Saturday, November 3 6:00 a.m. – 7:30 p.m.

Sunday, November 4 6:00 a.m. – 10:00 a.m.

Registration will be located at the Hilton Anatole in the Peacock Foyer.

Resource Guide

2018 Exhibitor Resource Page

You can access the 2018 Exhibitor Resource page [here](#).

Americans with Disabilities Act Conformance

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend AAHKS, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorney's fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of exhibitor's failure to comply with the provisions of the ADA. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA

Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - NYAV
Washington, D.C. 20530
Phone: 800-514-0301
Fax: 202-307-1198
<http://www.ada.gov/new.htm>

AAHKS Show Management

AAHKS's Sales and Show Management (SmithBucklin) onsite office will be located in the Trinity Foyer. For any logistics questions, contact AAHKS's Tradeshow Coordinator, Lauren Matthews at lmattthews@smithbucklin.com or 312-673-5617.

Attire

The suggested dress code for the conference, including the Welcome Reception on Friday evening is business casual. To help plan, expect an average daytime high temperature of 70°F with an evening low of 50°F. The Hilton Anatole utilizes air conditioning and heat to maintain minimal comfort levels during move-in and move-out but we recommend that you plan to wear attire that keeps you cool during these times.

Booth Package

Each booth will be set with 8' high blue back drape, 36" high blue side dividers, (1) 6' x30" blue skirted table, (2) Limerick chairs, and (1) wastebasket. A company identification sign (7" x 44") will also be provided. Any additional furnishings and services can be ordered by using the forms in the Exhibitor Services Manual. **Please note that the hall is not carpeted and all exhibitors are required to carpet their booth(s).** Exhibitors may rent carpet from Freeman. The aisle carpet will be blue.

Business Services

FedEx Office is the exclusive business center for the Hilton Anatole with a convenient full-service business center located on the Lobby Level next to the Chantilly Ballroom.

The following services are available onsite: posters/signs and graphics; black and white/color copies; computer workstations with design software; packing, shipping and receiving via FedEx for packages up to 150lbs; office equipment rental; binding and finishing services; office supplies; large volume production of meeting materials/books; 24/7 network; and more.

For more information about the FedEx Office Business Center at the Hilton Anatole or to place an order, please go to <http://www.fedex.com/us/office/Hotels-Conventions/hilton-anatole.html>.

Contract Conditions/Rules & Regulations

Exhibitors must comply with all of the policies, rules, terms and regulations contained within Exhibitor Rules & Regulations document. A copy of AAHKS's Rules & Regulations is included in this Exhibitor Services Manual under the Rules and Regulations section. Exhibitors are responsible for compliance with all facility regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.

Convention Center

Hilton Anatole
2201 Stemmons Freeway,
Dallas, TX 75207

The Exhibit Hall is located in the Trinity Hall 1 (Trinity Complex), Lobby Level of the Hilton Anatole. For more information on travel and hotel arrangements, please refer to the Housing and Registration section of the Exhibitor Services Manual.

Dismantling of Exhibits

All exhibits must remain intact until the closing of the show. Exhibits shall not be dismantled or removed, in whole or in part, before 8:00 p.m. on Saturday, November 3, 2018. All exhibits must be packed and labeled for shipment by 11:00 a.m. on Sunday, November 4. If exhibits are not removed by this time, AAHKS has reserved the right to remove exhibits and charge the expense to the exhibitor. All carriers other than the official show carriers must check in at the freight desk by 10:00 a.m. on Sunday, November 4, otherwise the exhibitor shipment will be subject to rerouting at the exhibitors expense.

Exhibit Hall Show Hours

Show Hours:

Friday, November 2:

Hours	Function
6:00 a.m. – 2:55 p.m.	Exhibit Hall Open
11:00 a.m. – 1:00 p.m.	Lunch
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3:24 p.m. – 3:38 p.m.	Break
6:30 p.m. – 8:00 p.m.	Reception

**Times are subject to change*

Exhibitors can gain access to the exhibit hall Wednesday, October 31, starting at 10:00 a.m. by obtaining a wrist band at the exhibit hall entrance from the security guard. Starting on Thursday, November 1, an AAHKS exhibitor badge is required for admittance to the exhibit hall.

Exhibitor Appointed Contractors

All Exhibitor Appointed Contractors (EACs) must obtain a temporary set-up/tear-down wristband from the security guards for access to the exhibit hall during move-in and move-out. All EACs must be registered with Freeman by October 10 2018.

Exhibitor Registration

Review the badge allotments chart below for the number of badges your company is entitled. Exhibitor badges are for the exhibit hall only and do not allow access to educational sessions. Exhibitors may purchase additional badges over the allotted amount for \$500 each. Fees increase to \$600 starting October 25, 2018. All badges will be available for pickup with a photo ID at the Exhibitor Registration Desk. Cancellations of paid badges must be received in writing before October 24, 2018 and no refunds will be issued after October 24, 2018.

We will e-mail each primary contact a password and direct link for online registration. Onsite exhibitor registration starts on Thursday, November 1 at 6:30 a.m. in the Hilton Anatole in the Peacock Foyer.

Allotments

Booth Sizes and Badges	
30' x 20' Booth Space	14 Badges
20' x 20' Booth Space	10 Badges
10' x 30' Booth Space	8 Badges
10' x 20' Booth Space	6 Badges
10' x 10' Booth Space	3 Badges

Exhibitor Service Center

Freeman will staff an Exhibitor Service Center throughout the show to help exhibitors with all of their orders. The Freeman Service desk will be located in the back of the Exhibit Hall. Exhibitors may follow up on advance orders as well as place any onsite orders at the Exhibitor Service Center. Place your order by **October 12, 2018** to take advantage of advance order discount rates.

Security

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. The Hilton Anatole, AAHKS, SmithBucklin, Freeman and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. AAHKS strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. AAHKS insurance policies do not extend to cover liabilities of exhibitors.

Sponsorships

Increase your exposure on site by taking advantage of one of our sponsorship opportunities and make the most of your marketing dollar! Contact Jeff Mitchell at (847) 430-5072 or jmitchell@aaahks.org.

Storage Behind Booth Back Drapes

Nothing may be stored behind booths and back wall drapes. AAHKS, the Dallas Fire Department and the Hilton Anatole Dallas may inspect exhibits to ensure compliance. Accessible storage may be arranged with Freeman.

Please return form to:

Lauren Matthews
lmatthews@smithbucklin.com

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR**

DEADLINE DATE

OCTOBER 12, 2018

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address: _____

Type of Service to be Performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

NAME OF SHOW **AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018**

COMPANY NAME _____ BOOTH# _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ PRINT NAME _____ DATE _____

PHONE# () EXT. _____ FAX# () E-MAIL _____

AAHKS

2018 ANNUAL MEETING

November 1-4 | Dallas, Texas

AAHKS HOUSING SUB-BLOCK FORM

This form is required to request a block of 10 or more hotel rooms.
PRE-APPROVAL FROM AAHKS IS REQUIRED TO RESERVE A SUB BLOCK.

PART I: ROOM BLOCK REQUEST

Hilton Anatole

2201 North Stemmons Freeway

Dallas, TX 75207

Rate: \$189 per night Single or Double occupancy

PLEASE NOTE: Sub-block guidelines are as follows based on dollar amount spend on exhibit and sponsorship:

- Platinum Partner: 75 rooms
- Gold Partner: 50 rooms
- Silver Partner: 25 rooms
- Bronze Partner: 10 rooms

Fill in the **total** number of rooms requested each night, by room type. The check-out date is not considered a night stayed.

DAY	Tue	Wed	Thurs	Fri	Sat
DATE	Oct 30	Oct 31	Nov 1	Nov 2	Nov 3
# of Rooms Requested					

Room Preference: King or Double

**Please note, selecting your room preference does not guarantee you will receive your preference. Rooms are subject to availability upon check-in.*

Total Room Nights = _____

PART II: CONTACT INFORMATION AND ACCEPTANCE

Event: 2018 AAHKS Annual Meeting

Name of Company or Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Email Address: _____

Phone #: _____

E-mail completed form to Lauren Matthews (lmattews@smithbucklin.com).

PART III: SUB-BLOCK POLICIES

Rooms Attrition: Changing circumstances may indicate a need to reduce the guest room block. A contracting company may reduce the guest room block without penalty, up to 10% of the total room nights, prior to the sub-block deadline **September 11, 2018, 5:00 PM CST**. Should the actual rooms utilized be less than the 90% of the total room nights (defined as the original blocked room nights minus any released room nights), the contracting company agrees to pay for the number of sleeping rooms nights not utilized up to 90% of the total room nights.

EXAMPLE: ABC Inc. contracts for 20 room nights. Prior to the cut-off date, ABC Inc. reduces their block to 18 room nights (10% maximum reduction). If only 15 room nights are utilized, ABC Inc. is liable to pay for 3 room nights not utilized.

20 room nights – Original contract

18 room nights – Final guarantee

15 room nights – Utilized

3 room nights – Variance

3 rooms x \$189 group rate = \$567 owed to AAHKS

Cut-off Date: All the individual room occupants' names will be due to the hotel by **September 11, 2018, 5:00 PM CST**. Be sure to refer to your company name to ensure that the names on your list are correctly attributed to your block of rooms. When your block is reserved with names, an acknowledgement will be sent from the hotel detailing each of the reservations.

All Unassigned rooms will be released for resale on September 12, 2018, 8:00 AM CST.

PART IV: ACCEPTANCE AND SIGNATURE

PLEASE NOTE: A valid credit card is required to reserve your block. All credit card processing will be held until checkout or to apply any no show or cancel fees that are associated with your rooms that do not provide their own card. **Please email the completed form to Lauren Matthews (lmattews@smithbucklin.com).**

Accepted by: _____ Date: _____

Title: _____ Company: _____

REMINDER: By signing the above, this signifies your company agrees to the sub-block procedure and policies listed within this document.

E-mail completed form to Lauren Matthews (lmattews@smithbucklin.com).

LEAD RETRIEVAL ORDER FORM
[Order Online](#)
DISCOUNT DEADLINE: October 1, 2018

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:
(Battery operated scanners; no electricity required)

ExpoBadge Panoptic	\$340	\$360		0
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Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$280	\$300		0
Additional Licenses	\$160	\$180		0

ExpoBadge Extras:

Delivery, Setup, and Training	\$75	\$95		0
Personalized Action Codes	\$80	\$100		0
Custom Survey	\$80	\$100		
USB Flash Drive	\$75	\$95		

Federal Tax ID # 20-8676699

Sub Total:
TX Sales Tax: 8.25%
Processing Fee:

\$15.00

Grand Total:
Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:
www.expobadge.com
EMAIL ORDERS TO:
orders@expobadge.com
FAX ORDERS TO:
 714-632-8345

MAIL ORDERS TO:

 ExpoBadge, Inc.
 1075 N. Tustin St. #6250
 Orange, CA 92863, USA

FOR ASSISTANCE CALL:

 toll free 800-490-9941
 +1-714-630-2945


Payment Information *Billing Zip Code Required


<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: ☐ **I have read and agreed to the following terms and conditions.**

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Panoptic 	<p>The ExpoBadge Panoptic is a wireless, handheld, state-of-the-art scanning device (Android), that is the fastest scanner in the market. Uploads lead detail in real-time. Leads can be accessed anytime from ExpoBadge's secure website. Includes an easy-to-use notes option for quickly recording notes specific to each lead. (Requires nightly charging.)</p>	Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	<p>The ExpoBadge Lead Retrieval App is lead retrieval made smart. Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features.</p>	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.

STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

AAHKS

2018 ANNUAL MEETING

Exhibitor Rules & Regulations

November 1-4 | Dallas, Texas

Thank you for partnering with the American Association of Hip and Knee Surgeons with the shared goals of educating our members and advancing care for orthopaedic patients everywhere. Your involvement at our upcoming 2019 AAHKS Annual Meeting is essential to our success.

1. EXHIBITOR RULES & REGULATIONS

By applying for exhibit space, a company agrees to adhere to all of the terms and conditions of these Rules & Regulations. AAHKS requires the full cooperation of the exhibitor in their observance. Please be sure that your promotional department or anyone else involved in the arrangements of your exhibit has a copy of the Rules & Regulations.

2. TRADESHOW MANAGEMENT

If you have questions regarding booth space or logistics throughout the planning process, please contact:

Lauren Matthews
AAHKS Tradeshow Coordinator
(312) 673-5617
lmattews@smithbucklin.com

3. LEARNING OBJECTIVES – REQUIRED

By applying for exhibit space, it is required to participate in submitting Learning Objectives. To help ***focus your corporate message at the meeting*** and ***to attract the maximum number of attendees to your booth***, the AAHKS Industry Relations Subcommittee will assist you in developing Learning Objectives. The goal of these Learning Objectives is to highlight your unique offerings – including objective data when available – to facilitate meaningful discussion between surgeons and your team.

Each company will be asked to submit **a minimum of one and a maximum of three** Learning Objectives. These Learning Objectives will be widely available to meeting participants; attached to your company profile on the AAHKS website prior to the meeting, printed in the Exhibit Hall/Learning Center Directory (given to all attendees), and prominently displayed within your booth on a 22x28 sign.

AAHKS requests that the industry representatives in your booth are familiar with your company's Learning Objectives and are willing and capable of discussing them in a meaningful way with meeting participants.

Detailed information regarding the submission process, contact person, and Learning Objective examples will be distributed by Lauren Matthews, AAHKS Tradeshow Coordinator, as we get closer to the Annual Meeting. **Learning Objectives are due Friday, July 27.**

4. EXHIBITOR CONDUCT

It is the responsibility of the official exhibitor contact to ensure that all booth staff and vendors/contractors/ agents are aware of and adhere to all AAHKS Rules and Regulations and conduct themselves in a professional manner. During the Annual Meeting all exhibitors, their vendors, contractors and agents must wear attire that is consistent with the professional atmosphere of the meeting. No exhibitors, including vendors/contractors/agents hired to work a booth, may solicit attendees or other exhibitors from outside of their booth or elsewhere in the meeting venue. Exhibitor personnel may not enter another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth. At no time may anyone enter an unstaffed booth of another exhibitor. Any questionable exhibit or activity that exceeds the bounds of good taste as interpreted by AAHKS will be required to be curtailed.

5. EXHIBIT SPACE FEES

Exhibit space will be rented at the rate of \$6,000 for 10'x10' booth, \$12,000 for 10'x20' booth, \$18,000 for 10'x30' booth, \$28,000 for 20'x20' booth, and \$41,000 for 30'x20' booth. All spaces sold in 10'x10' increments. This rate includes a 7"x 44" booth identification sign, a booth identification sticker, blue pipe and drape for in-line booths, (1) 6ft skirted table, (2) limerick chairs, and (1) wastebasket.

Exhibitor must pay AAHKS a deposit of 50% of total booth space no later than **January 19, 2018** in the manner set forth on the invoice. AAHKS may invoice you for this deposit any time after AAHKS received and accepts a completed contract. The full balance of booth space charges must be received by AAHKS no later than **March 9, 2018**. If any of the above payments is not made in accordance with the above terms and conditions, AAHKS will be under no

obligation to you under this contract or otherwise, meaning among other things that any space previously reserved for you will be subject to release in AAHKS's sole discretion without notice and without any further obligation of any kind by AAHKS. Applicants who submit applications that are received after **March 9, 2018** must include full payment to be considered for acceptance and, if accepted by AAHKS, any such payment shall be non-refundable. No company will be allowed to exhibit unless full payment for exhibit space is received. Late payment may impact booth selection priority for the 2019 Annual Meeting.

6. SPACE ASSIGNMENT

Exhibitors shall identify their ideal exhibit space locations as further set forth on the contract. Exhibitors are encouraged not to concentrate all space choices in one area of the floor plan.

7. CANCELLATIONS/REFUNDS

All cancellations or reductions in exhibit space must be received in writing by the dates listed to receive a refund: Full refund of booth fees if cancellation received by **March 9, 2018**; 50% refund of booth fees if cancellation received **March 10 – May 31, 2018**; No refund of booth fees for cancellations made on or after **June 1, 2018**.

A company's cancellation of exhibit space will result in the release of all assigned hotel sleeping rooms and hotel public space previously assigned to the company, and company representatives will not be allowed to attend the Annual Meeting. For companies reducing exhibit space; sleeping rooms and badges will be decreased to coordinate with the reduction in booth space.

8. WAIT-LIST TO EXHIBIT

Companies that wish to purchase exhibit space after all exhibit space is sold will be notified that they have been placed on the wait-list. As exhibit space becomes available, companies will be notified of space availability. Booth selections are not confirmed until full payment is received.

9. BOOTH CONSTRUCTION

Standard Inline Booth

Inline booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Individual booths may be combined to form a larger inline booth space.

Corner Booth

A corner booth is an inline booth exposed to aisles on two (2) sides. All other guidelines for inline booths apply.

Dimensions

For purposes of consistency and ease of layout, all inline booths are 10' (3.05m) across the front and a depth of 10' (3.05m).

Use of Space

Regardless of the number of inline booths utilized, e.g., 10' by 20' (3.05m by 6.10m), 10' by 30' (3.05m by 9.14m) etc., exhibit fixtures should be arranged in such a manner as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 8' (2.44m) is allowed in the rear of the booth space, with a 4' (1.22m) height restriction imposed on all exhibit fixtures within 5' (1.52m) of an aisle. When two (2) or more inline booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of exhibit space which is within 10' (3.05m) of an adjoining booth.

Island Booth

An island booth is any size booth exposed to aisles on all four (4) sides. The entire cubic content of this booth may be used up to the maximum content of 16', including signage. Any Exhibitor occupying an island booth is required to submit a detailed floor plan with dimensions, including height, of all items in the booth, including hanging signage, to AAHKS Tradeshow Management for review and approval thirty (30) days prior to the Exhibit Hall/Learning Center opening.

10. CANOPIES/CEILINGS, HANGING SIGNS & GRAPHICS, AND MULTISTORY EXHIBITS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for inline or perimeter booths should comply with line of sight requirements and may not protrude into the aisle. The base of the canopy should not be lower than 7' (2.13m) from the floor within 5' (1.52m) of any aisle. Canopy supports should be no wider than 3" (7.62cm). This applies to any booth configuration that has a sightline restriction, such as an inline booth.

Hanging signs and graphics are permitted in island booths to a maximum height of 18' (5.49m) to the top of the sign. Whether suspended from above or supported from below, they should comply with all use-of-space requirements. If within 5' (1.53m) of an adjacent booth, and if the placement complies with the use-of-space requirements, the side facing the adjacent booth should be finished and not contain any copy.

AAHKS

2018 ANNUAL MEETING

Exhibitor Rules & Regulations

November 1-4 | Dallas, Texas

A multi-story exhibit is permitted in island booths to a maximum height of 16' (4.88m). Multi-story exhibits may require approval and building permits from the Hilton Anatole and/or Dallas Fire Marshal and/or the city of Dallas. Exhibitors should obtain permits early on to ensure that all time constraints are met.

Fire and safety regulations for the Hilton Anatole may apply to canopies/ceilings, hanging signs & graphics, and multistory exhibits will be included in the Exhibitor Services Manual made available to Exhibitors in ninety (90) days prior to the Annual Meeting.

11. DISMANTLE OF EXHIBITS

Dismantle or removal of exhibit or materials is prohibited before the official closing of the Exhibit Hall/Learning Center at 7:30 PM on Saturday, November 3, 2018*. Companies in violation of this rule will be addressed by AAHKS to discuss penalties, which may result in the exhibitor not being permitted to exhibit at future annual meetings.

**Schedule subject to change*

12. STAFFING OF EXHIBITS

It is preferred that exhibit booths be staffed during all exhibit hours. The mandatory times for booths to be staffed include breakfast, morning and afternoon breaks, lunch, and receptions. An exhibit company that fails to set up or properly staff its booth during the mandatory staffing times will forfeit all exhibit rights.

Temporary/Contract Staff are considered company personnel and must be registered and wear an exhibitor badge for entrance to the Exhibit Hall/Learning Center. These badges must be registered within the exhibitor's allotment of badges or purchased if over the allotment.

13. SUBLETTING PROHIBITION

Exhibitors may not assign or sublet this contract, or permit others to use any contracted exhibit space without the express approval of AAHKS Tradeshow Management. Exhibitors must display only products or services manufactured or sold by them in the regular course of business. The featuring of names or advertisements of non-exhibiting firms or businesses will not be permitted.

14. MULTIPLE DIVISIONS

Companies with several divisions that will share the same booth may not contract separately or be listed by division on-line, in the meeting app, Final Program, and any other print or on-line material. All divisions must be listed under one company name. Badges will not be split between divisions. The allotted number of badges for the booth can be shared among different division representatives but will only be listed with the contracted company name.

15. CANVASSING BY NON-EXHIBITORS

The Annual Meeting is limited to registered attendees as well as registered representatives of exhibiting companies who have contracted with AAHKS for exhibit space. No other persons or concerns will be permitted to demonstrate their products, distribute advertising materials, or conduct business development activities at any time during the Annual Meeting.

16. DISTRIBUTION OF PRINTED MATERIALS

Distribution of printed materials by an exhibitor or its agents is limited to within the exhibitor's allotted exhibit or meeting space. Such materials are not permitted to be distributed in the aisles of the Learning Center, lobbies, registration, publication bins, on counters and/or tables, in or near education rooms, parking lots, and/or in any hotel. Noncompliance with this regulation will be addressed by AAHKS with the company in violation, and will result in a loss of engagement privileges. Approved AAHKS sponsorship opportunities may include distribution of materials on behalf of the sponsor by designated AAHKS representatives or through approved channels. Examples of approved distribution of materials include bag inserts, room drops, and mailers sent to an attendee list.

17. PHOTOS & VIDEOS

Exhibitors are permitted to take photos and videos of their booths and meeting space for internal or public use on websites, social media, and publications. It is prohibited to take photos and videos of the General Session. AAHKS takes photos and videos of the Annual Meeting activities for use in online and print publications. By participating in the AAHKS Annual Meeting, exhibiting companies and their representatives agree to use.

AAHKS

2018 ANNUAL MEETING

November 1-4 | Dallas, Texas

AAHKS Housing: Book Your Hotel Reservation

Discounted group rates are being offered at the AAHKS Annual Meeting to conference attendees and exhibitors who reserve rooms on or before **September 11, 2018** (as availability allows). You can make your reservation online by clicking on the link below:

Hilton Anatole

2201 North Stemmons Freeway

Dallas, TX 75207

Rate: \$189 per night single or double occupancy

To Book Your Hotel

Online: <https://aws.passkey.com/qt/216312613?qtid=d1039731af52dc890abfee59d442792>

Exhibitors can reserve individual rooms online directly through the Hilton Anatole using the housing link. If you have specific questions regarding booking your housing, please reach out to DFWAN-Reservations@hilton.com.

Request a Sub-block at the Hilton Anatole

Exhibitors who wish to book 10 or more rooms at the Anatole for their VIPs, Industry Symposium speakers, etc. are able to request a sub-block form. To obtain the sub-block form, please contact Lauren Matthews at (lmattews@smithbucklin.com).

Please Note: Sub-block guidelines are as follows based on dollar amount spend on exhibit and sponsorship:

- Platinum Partner: 75 rooms
- Gold Partner: 50 rooms
- Silver Partner: 25 rooms
- Bronze Partner: 10 rooms



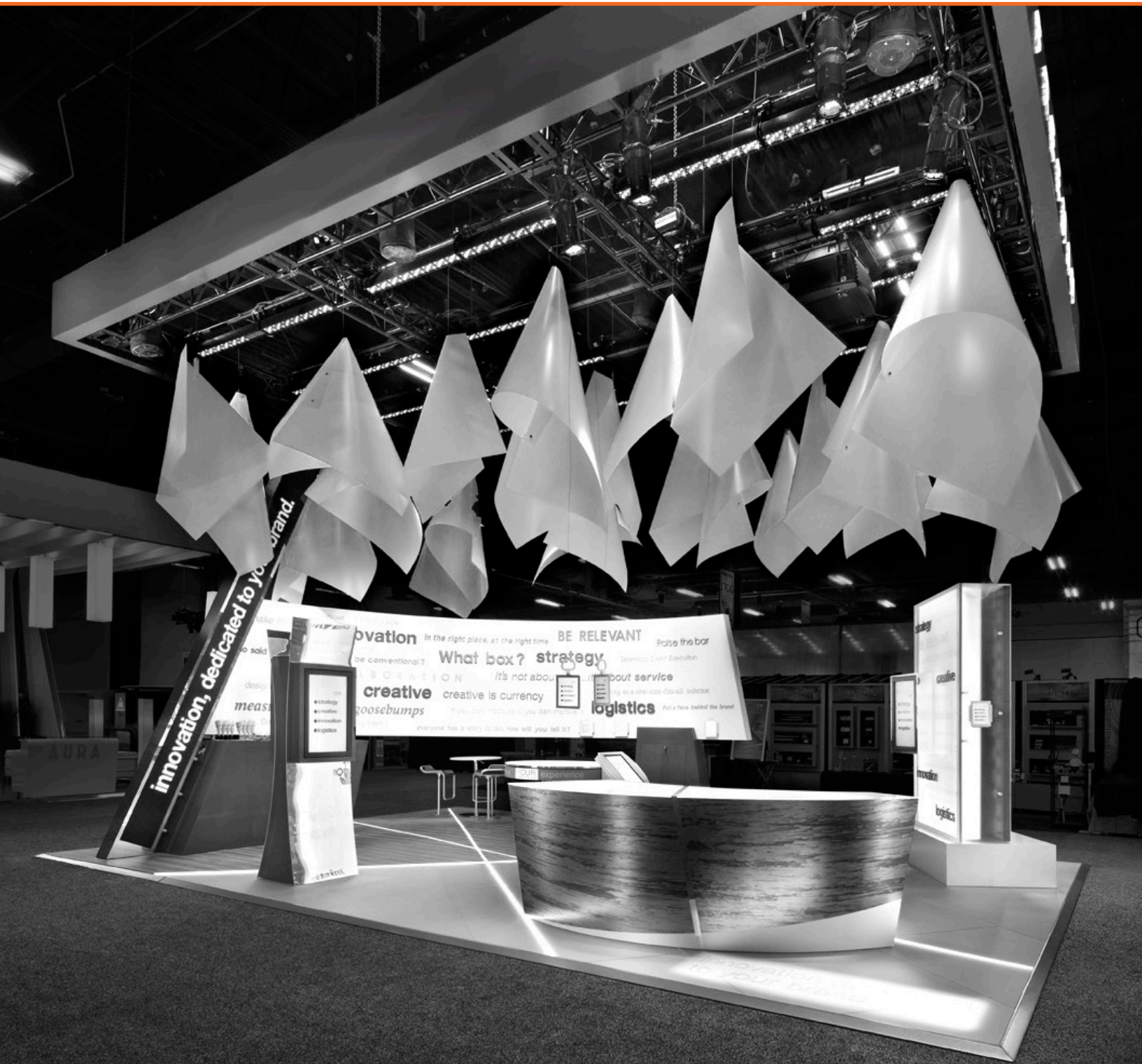
Important Additional Information

- **Confirmations:** The Hilton Anatole will send an email acknowledgment once the reservation has been placed. Please review it carefully for accuracy and keep a copy for your records.
- **Room Rates/Taxes:** To take advantage of the special AAHKS Annual Meeting rates, be sure to book your reservation on or before **September 11, 2018**. After September 11, the AAHKS room blocks will be released. Reservation requests will be honored based on availability and at the hotels' prevailing rates. All rates are per room night, are based on Single or Double occupancy, and are subject to a 15% tax which is not included in the hotel rate and will be applied at check out (subject to change at any time).
- **Deposits:** Please have your credit card information on hand upon booking your reservation. The Hilton Anatole requires a credit card and a deposit of one room night and tax to guarantee the reservation.

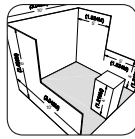
Beware of Scams: As an exhibitor at the AAHKS Annual Meeting, you may be contacted by phone or email by outside housing pirates to secure hotel reservations for the Annual Meeting. **These companies are not affiliated or working in partnership with AAHKS (even though they may claim as such)**, and reservations made through these companies for our meeting cannot be guaranteed. AAHKS has contracted with Hilton Anatole and they are the only company that can guarantee your reservation.



Guidelines for Display Rules & Regulations 2014 Update

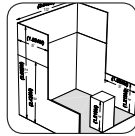


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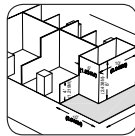
Linear Booth and Corner Booth

4



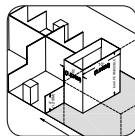
Perimeter Booth

5



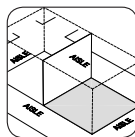
End-cap Booth

6



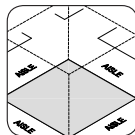
Peninsula Booth

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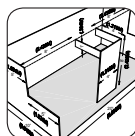
Split Island Booth

8



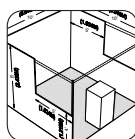
Island Booth

9



Extended Header Booth

10



Other Important Considerations

11

Issues Common To All Booth Types

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Advisory Notes To Exhibition Organizers

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Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

**For display rules and regulations specific to an exhibition or event,
consult the exhibition or event organizer.**

Linear Booth

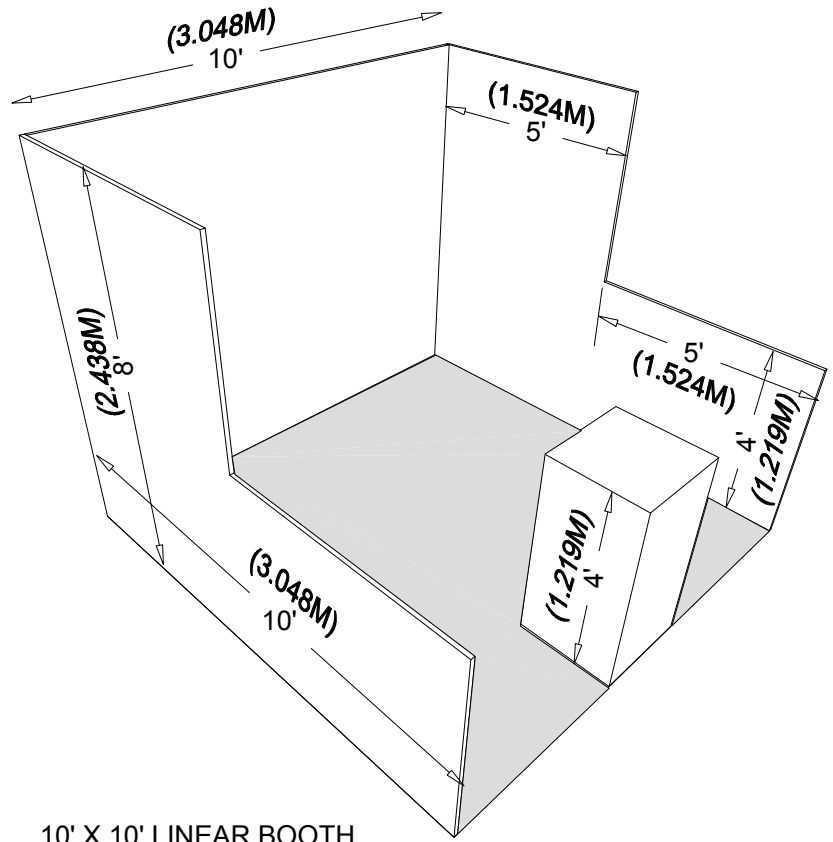
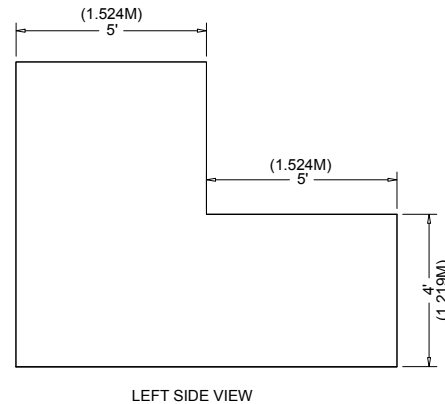
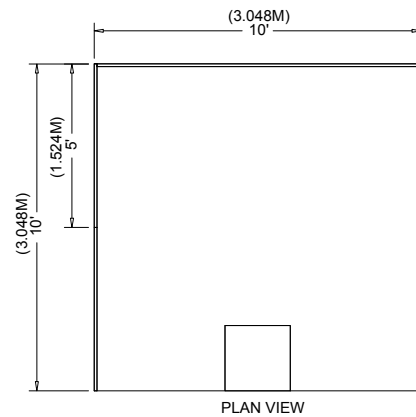
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

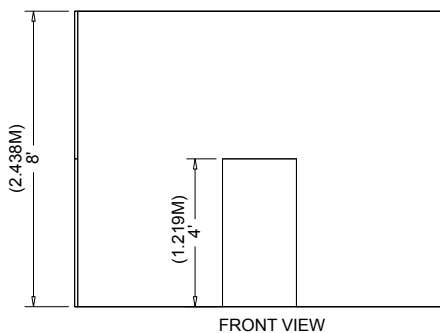
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

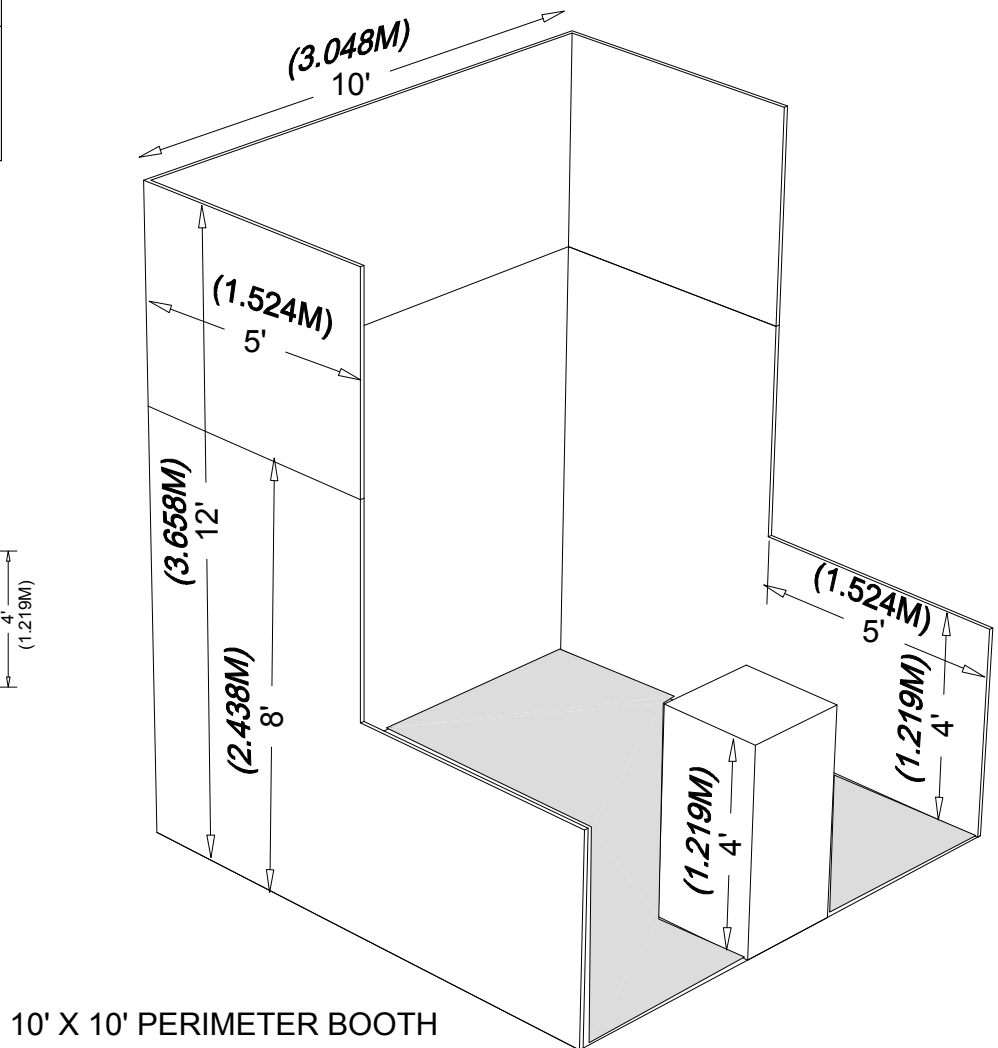
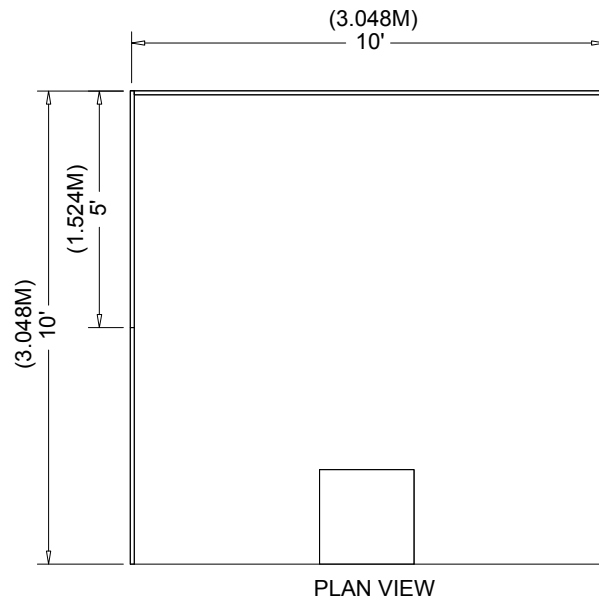
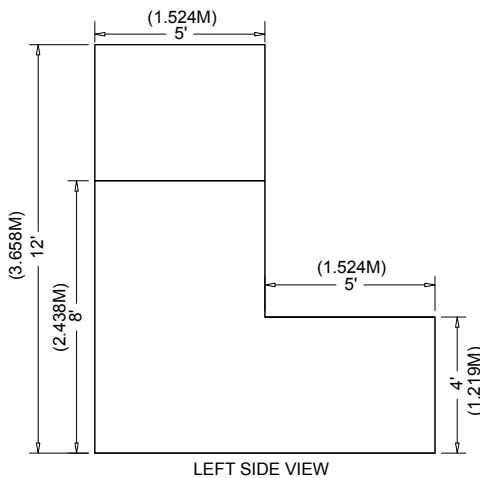
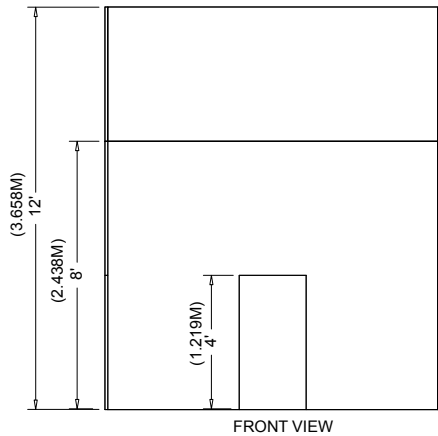


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

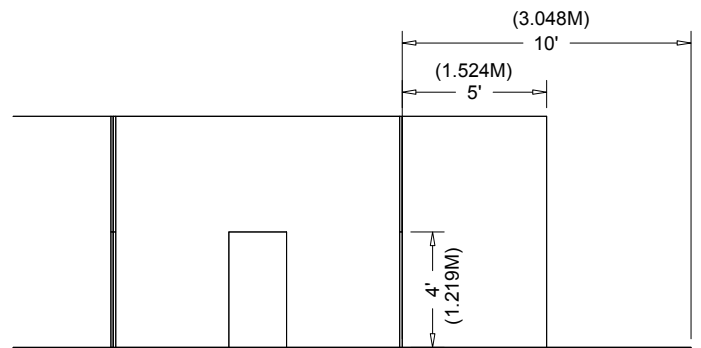


End-cap Booth

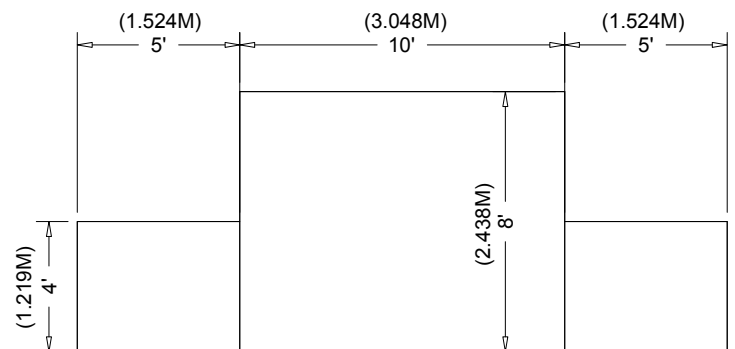
An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

Dimensions

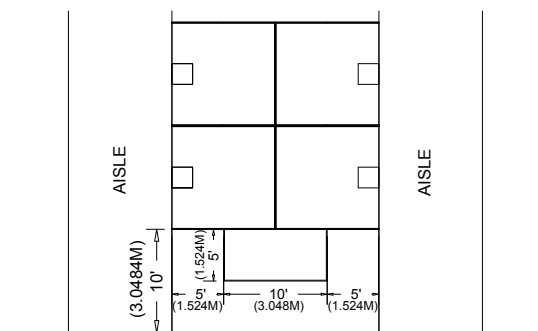
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.



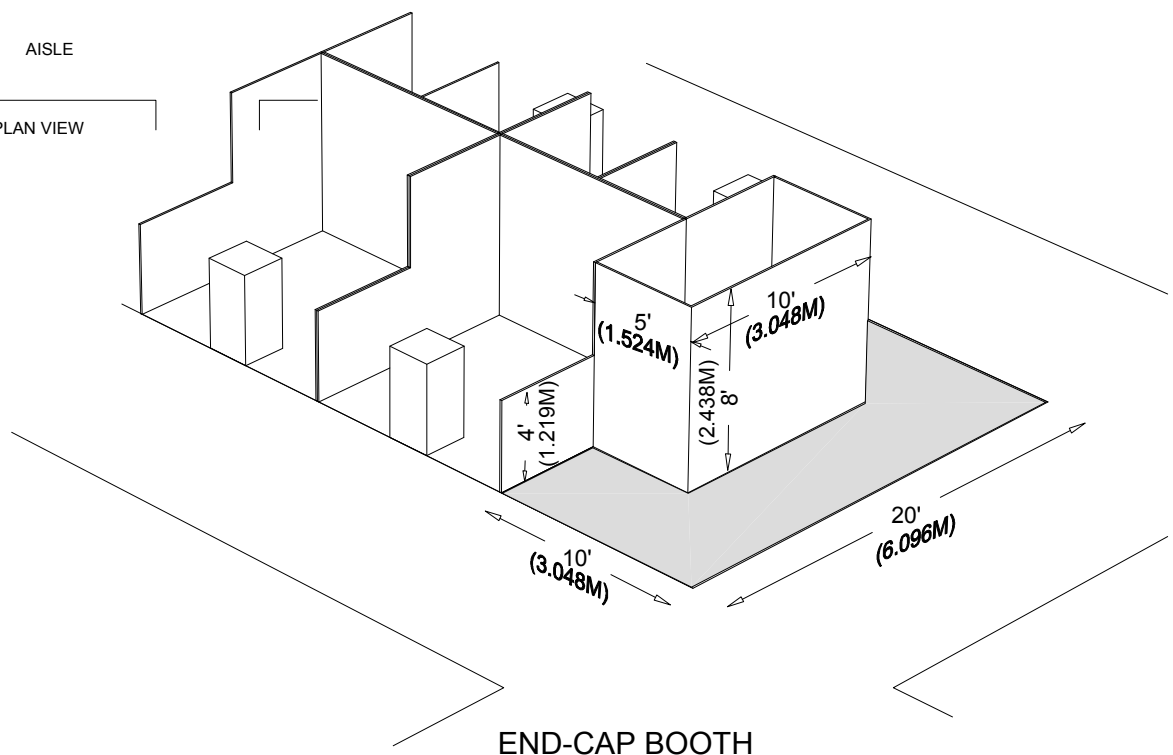
LEFT SIDE VIEW



FRONT VIEW



PLAN VIEW



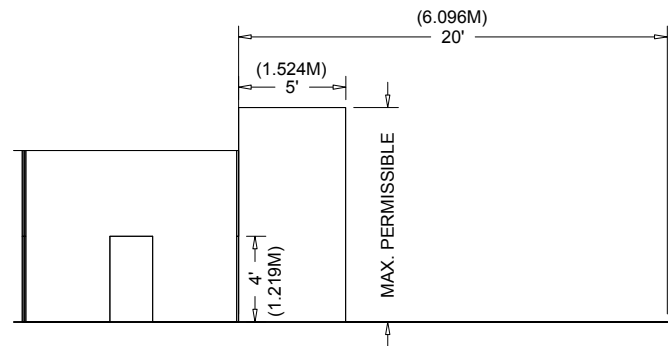
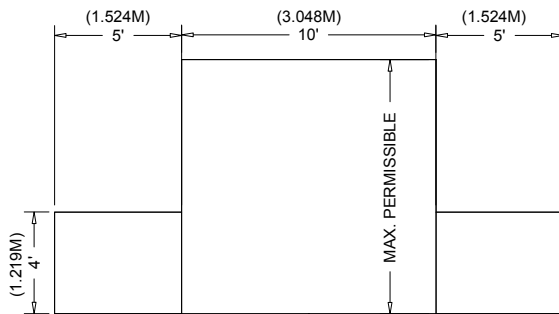
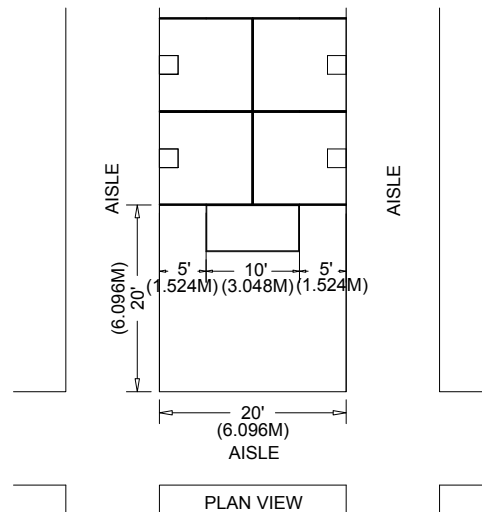
END-CAP BOOTH

Peninsula Booth

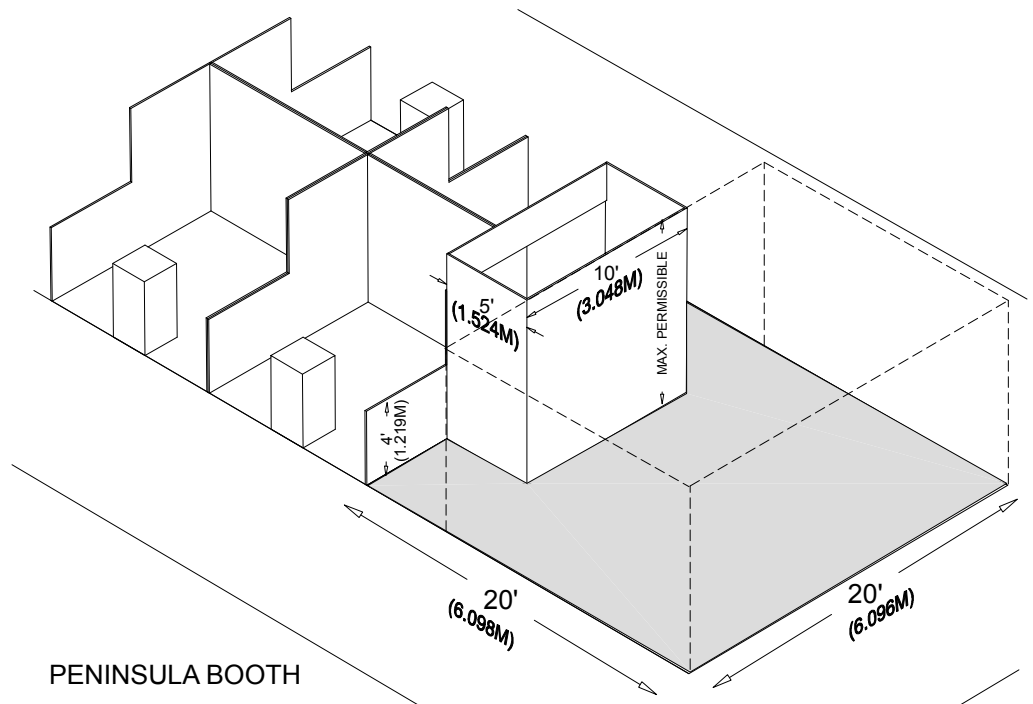
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

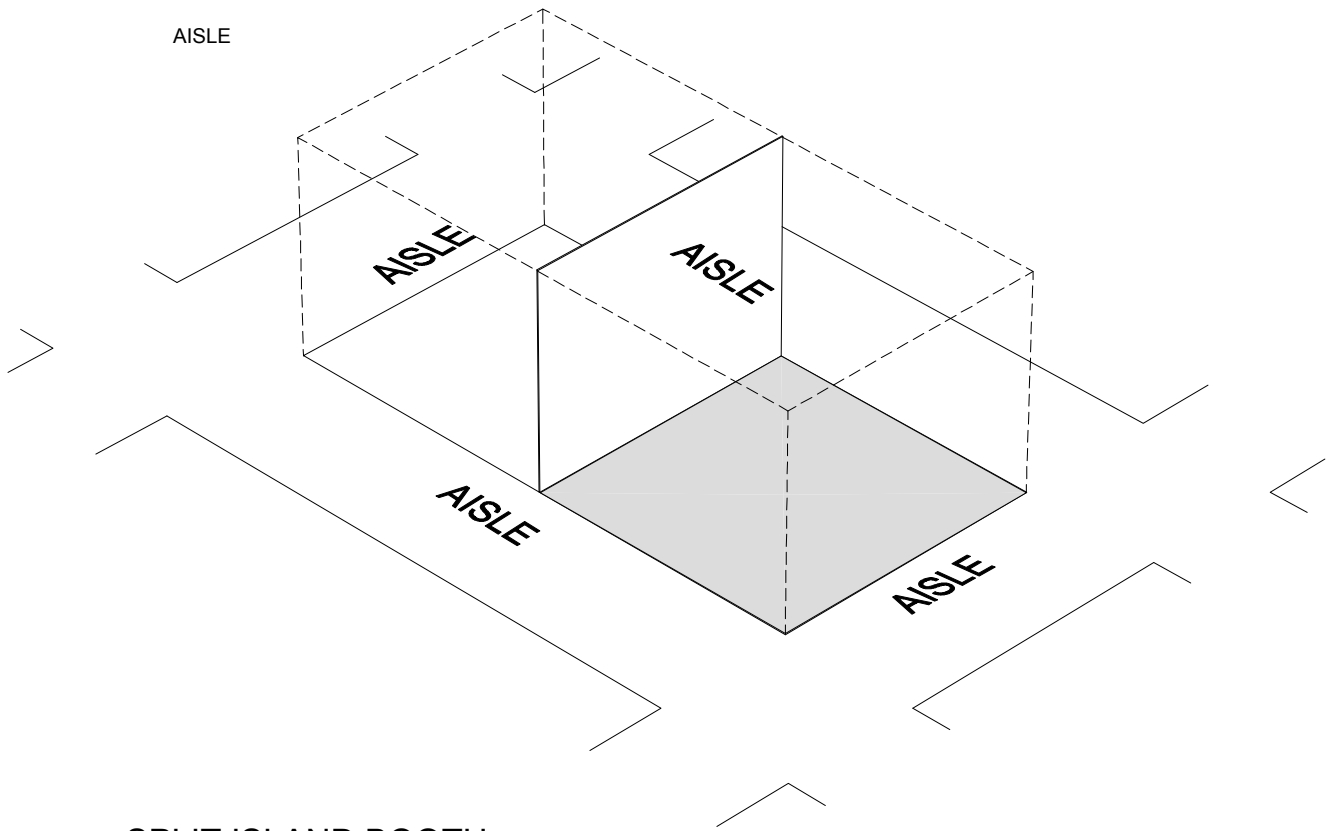
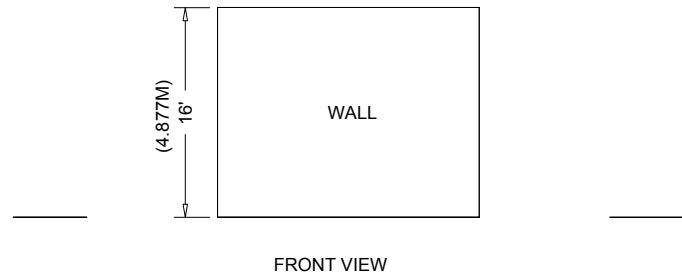
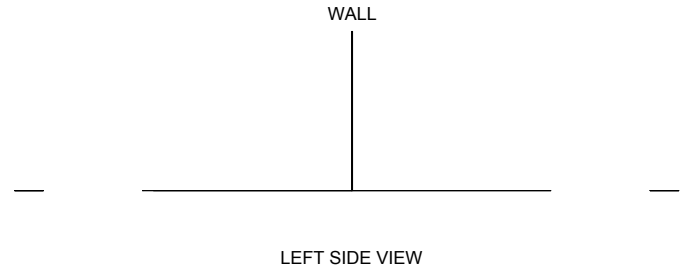
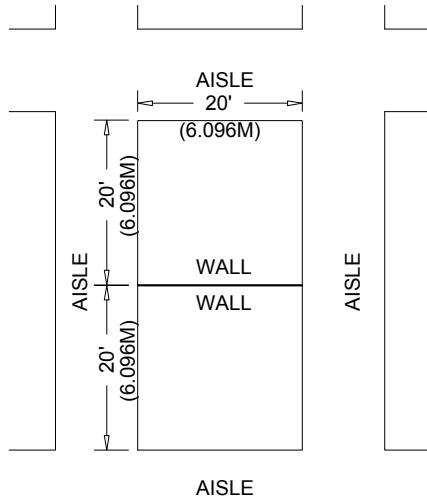


FRONT VIEW



Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

Island Booth

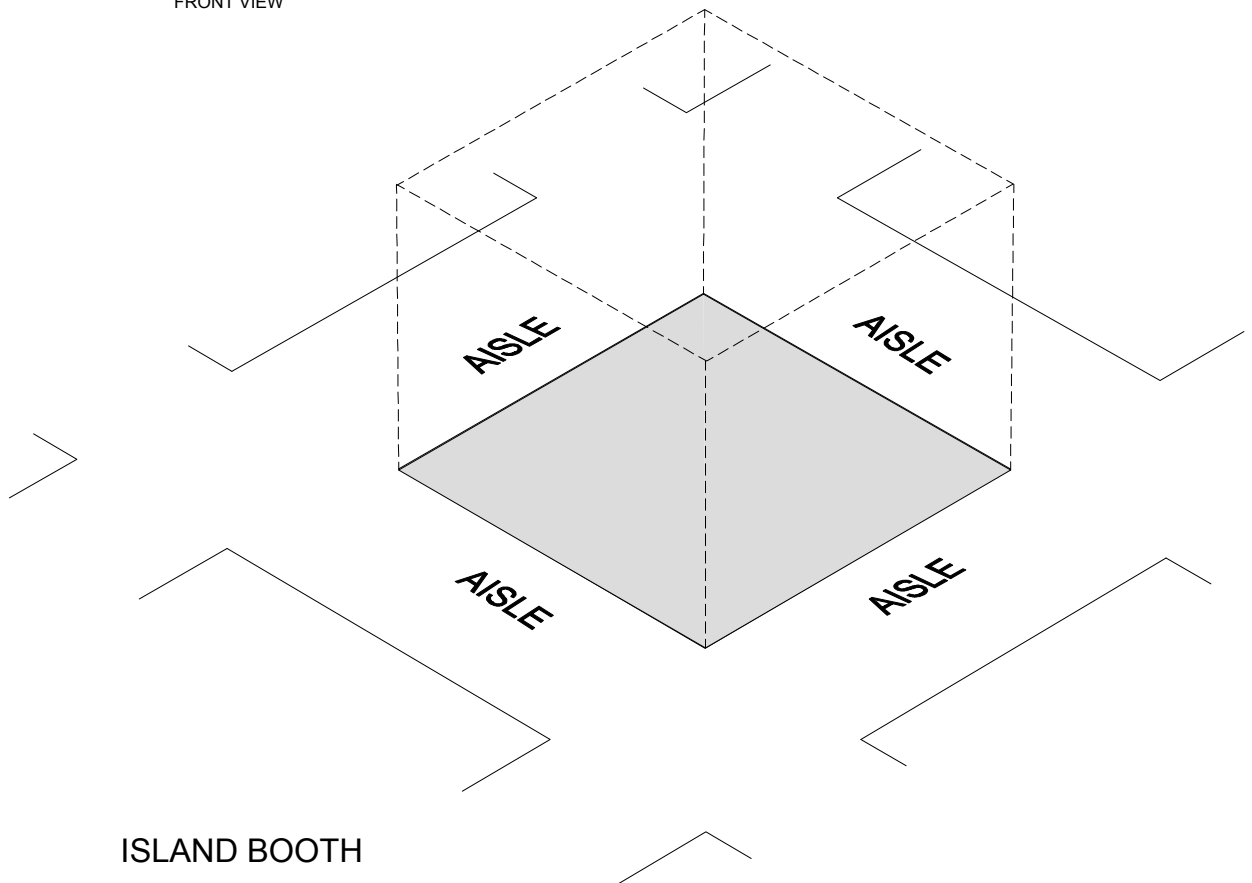
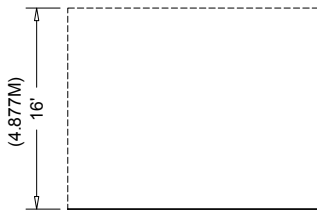
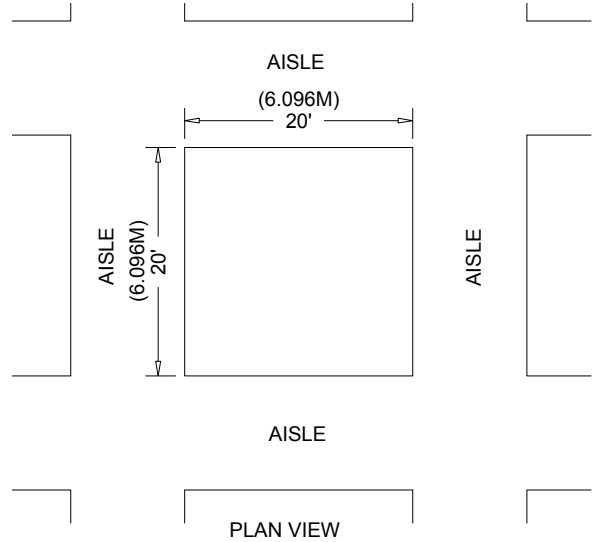
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

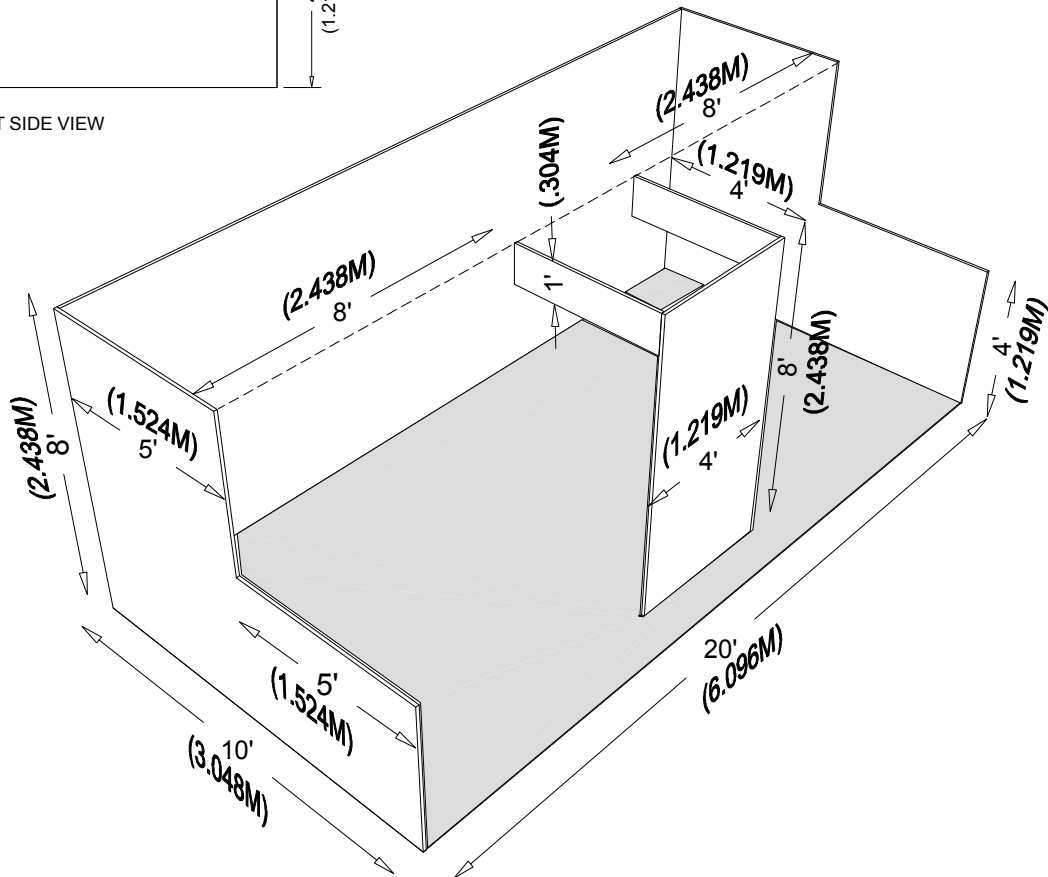
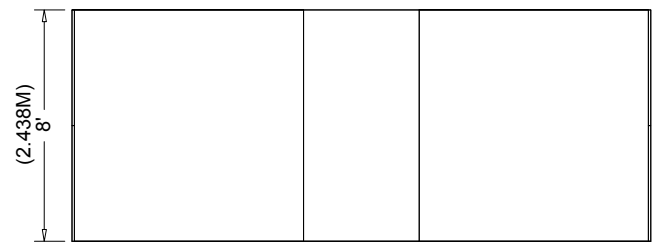
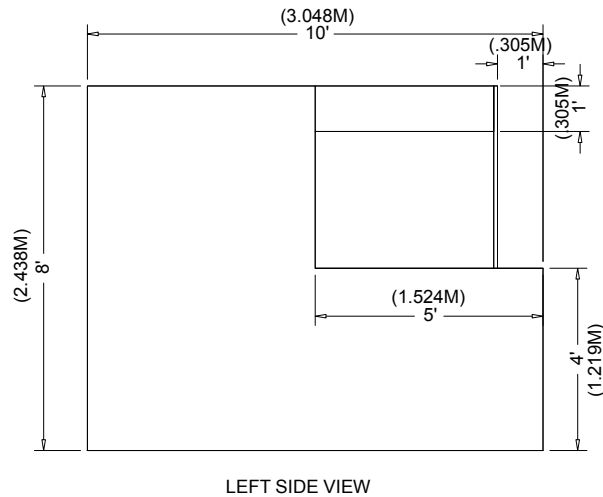
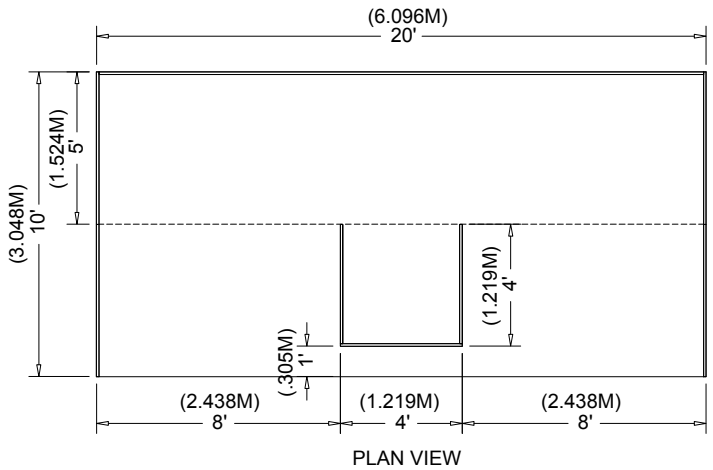


Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



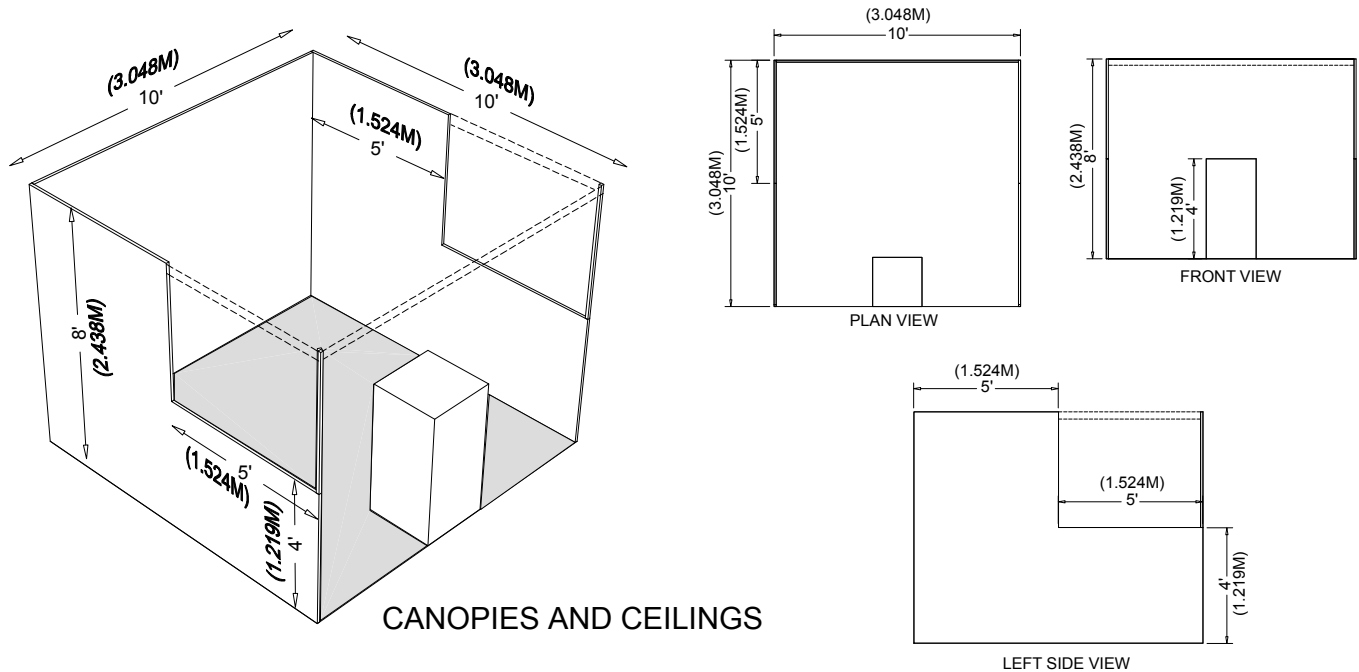
10' X 20' EXTENDED HEADER BOOTH

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Issues Common To All Booth Types *(continued)*

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

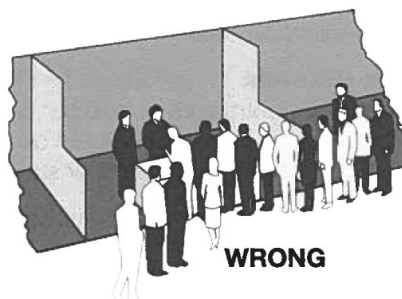
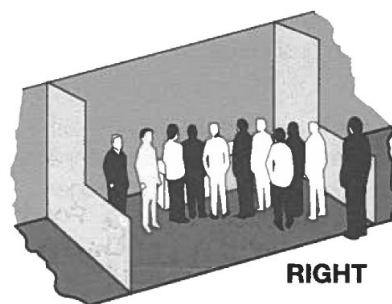
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



Issues Common To All Booth Types *(continued)*

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Height Variances: Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

Environmental Responsibility: Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



12700 Park Central Drive, Suite 308
Dallas, TX 75251-1500
USA

www.iaee.com

SERVICE INFORMATION

BOOTH EQUIPMENT

Premium Island 20' x 20'

Each Island booth will be set with (1) 6' x 30" blue skirted table, (2) Limerick chairs, and (1) wastebasket.

10' x 30', 10' x 20' & 10' x 10'

Each booth will be set with 8' high blue back drape, 36" high blue side dividers, (1) 6' x 30" blue skirted table, (2) Limerick chairs, (1) wastebasket, and a 7" x 44" identification sign.

Please Note: Signs, exhibits & equipment ordered must fit within your booth space.

EXHIBIT HALL CARPET

All aisles will be carpeted midnight blue. Booth spaces are not carpeted; however, are required by Show Management to be carpeted. Please refer to the Freeman Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by October 12, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to

<http://www.freeman.com/PreShowFAQ>

Wednesday October 31, 2018 10:00 AM - 5:00 PM Booths 20' x 20' or Larger Only

Thursday November 1, 2018 10:00 AM - 5:00 PM

EXHIBIT HOURS

Friday	November 2, 2018	6:00 AM - 7:30 AM Exhibit Hall Open 7:30 AM - 9:30 AM Exhibit Hall Closed For President Bush's Keynote 9:30 AM - 7:30 PM Exhibit Hall Open 11:00 AM - 1:00 PM Lunch 6:30 PM - 7:30 PM Welcome Reception
Saturday	November 3, 2018	6:00 AM - 8:00 PM Exhibit Hall Open 6:00 AM - 7:00 AM Breakfast 9:52 AM - 10:07 AM Break 11:45 AM - 12:45 PM Lunch 3:24 PM - 3:38 PM Break 6:30 PM - 8:00 PM Reception

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to

<http://www.freeman.com/PostShowFAQ>

Saturday November 3, 2018 8:00 PM - 10:00 PM

Sunday November 4, 2018 8:00 AM - 11:00 AM

We will begin returning empty containers once the aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Sunday, Nov. 4 at 11:00 AM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, November 4, at 10:00 AM.

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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (214) 634-1463 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

3801 Adler Dr., Ste. 100

Dallas, TX 75211

(214) 634-1463 fax (469) 621-5601

FreemanDallasES@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 **October 12, 2018**.

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 #

AAHKS ANNUAL MEETING

C/O Freeman

5130 Cash Rd.

Dallas, TX 75247

Freeman will accept crated, boxed or skidded material beginning Wednesday, October 3, 2018 at the above address. Material arriving after Friday, October 26, 2018 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (214) 634-1463.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
AAHKS ANNUAL MEETING
Hilton Anatole Hotel / Trinity I
C/O Freeman
1378 Wycliff
Dallas, TX 75207

Freeman will receive shipments at the exhibit facility beginning October 31, 2018. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (214) 634-1463.

Please note: Any materials received by Freeman 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 214-634-1463.

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 Dallas Exhibitor Services at (214) 634-1463 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 early deadline dates.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



FREEMAN

3801 Adler Dr, Ste 100
Dallas, TX 75211
(214) 634-1463 Fax: (469) 621-5601

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2018

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (469933) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

FREEMAN

3801 Adler Dr, Ste 100
Dallas, TX 75211
(214) 634-1463 Fax: (469) 621-5601

AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, 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.

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - (c) personal effects;
 - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- (a) whenever or wherever the claimed loss or damage may occur;
 - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

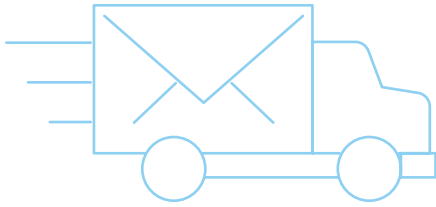
10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable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

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

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

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

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

FREEMAN

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

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

Freeman exhibit transportation

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS
ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

AAHKS - ANNUAL MEETING

C/O: FREEMAN
5130 CASH RD
DALLAS, TX 75247

MUST BE DELIVERED BY OCTOBER 27, 2018

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

FREEMAN / Exhibiting Company Name / Booth #

AAHKS - ANNUAL MEETING

C/O: FREEMAN
HILTON ANATOLE HOTEL DALLAS
TRINITY HALL I, 1378 WYCLIFF
DALLAS, TX 75207

CANNOT BE DELIVERED BEFORE OCTOBER 31, 2018

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (469933) _____

WHAT ARE FREIGHT SERVICES?

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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.

HOW DO I SHIP TO SHOW SITE?

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

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.

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

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.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

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

FREEMAN

3801 Adler Dr., Ste. 100
Dallas, TX 75211
(214) 634-1463 • Fax: (469) 621-5601

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 214-634-1463 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 by a carrier in such a manner that it requires additional handling, such as ground (See definitions on back) unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 78.50	157.00
Special Handling Shipment.....	\$ 102.25	204.50
Carpet and/or Pad Only Shipment.....	\$ 117.75	235.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 76.25	152.50
Special Handling Shipment.....	\$ 99.25	198.50
Uncrated or Pad Wrapped Shipment.....	\$ 114.50	229.00
Carpet and/or Pad Only Shipment.....	\$ 114.50	229.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after the deadline.....	\$ 19.75	39.50
Show Site Shipment after the deadline.....	\$ 19.25	38.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.25	38.50
Special Handling Shipment.....	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 28.75	57.50
Carpet and/or Pad Only Shipment.....	\$ 28.75	57.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.25	38.50
Special Handling Shipment.....	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 28.75	57.50
Carpet and/or Pad Only Shipments.....	\$ 28.75	57.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.25% Tax	N/A
		Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have “No Documentation”?

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

POV CART SERVICE FREIGHT MOVE IN INFORMATION

The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. **Exhibitors may unload their own vehicles provided their vehicle qualifies** and they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, or anything with a motor etc.).

Process onsite for unloading freight or vehicles on the show floor

Exhibitors wishing to self-unload

1. Arrive at the hand unload area based on the Teamster Union guidelines above. **Exhibitors may unload their own vehicles provided their vehicle qualifies** and they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, or anything with a motor etc.). **Designated unload areas will be marked. While parked in the self-unload area, Exhibitor staff must work as team of at least two people and one person must remain with the vehicle at all times.**
2. **Parking in the Hand Carry Unloading area is limited to 1 hour from the time your vehicle enters the area. Vehicles left beyond 1 hour will be ticketed.**

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

DOLLIES THAT QUALIFY:



DOLLIES THAT DO NOT QUALIFY:



Exhibitors who will have Freeman unload their freight (Cart Service)

1. Check into the designated unload area.
2. Freeman will unload your freight and bring it to your exhibit space, store your empty materials during the event, return the empties at the close of the event and load them on to the outbound carrier of your choice at the close of the show.
3. Please refer to the Freeman POV Cart Service form for rates and information.

FREEMAN

3801 Adler Dr., Ste.100
Dallas, TX 75211
(214) 634-1463 • Fax: (469) 621-5601

METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018**

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

SIGNATURE:

DATE:

Privately Owned Vehicle Cart Service Rates and Procedures

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Cart Rate: \$ 143.25 round trip per cartload

Service to include:

- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

EXHIBITOR MOVE-IN

Wednesday	October 31, 2018	10:00 AM - 5:00 PM	Booths 20' x 20' or Larger Only
Thursday	November 1, 2018	10:00 AM - 5:00 PM	

PLEASE CHECK DESIRED SERVICE:

☐ **INBOUND**

Approximate number of pieces: _____

Move-in day you will receive this service: _____

☐ **OUTBOUND**

Approximate number of pieces: _____

The above rates and procedures apply **ONLY** to passenger size vehicles. **NO** trucks or commercial vehicles will be unloaded at the rates. See the enclosed Material Handling Order Form for material handling rates for truck and commercial carriers. Freeman personnel will determine what constitutes a cartload.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 04, 2018

DEADLINE DATE IS: OCTOBER 27, 2018

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
5130 CASH RD

DALLAS, TX 75247

WAREHOUSE

EVENT: AAHKS - ANNUAL MEETING

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 04, 2018

DEADLINE DATE IS: OCTOBER 27, 2018

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
5130 CASH RD

DALLAS, TX 75247

WAREHOUSE

EVENT: AAHKS - ANNUAL MEETING

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 31, 2018

TO:

EXHIBITOR NAME

C/O: FREEMAN

HILTON ANATOLE HOTEL DALLAS

TRINITY HALL I

1378 WYCLIFF

DALLAS, TX 75207

SHOW SITE

EVENT: **AAHKS - ANNUAL MEETING**

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 31, 2018

TO:

EXHIBITOR NAME

C/O: FREEMAN

HILTON ANATOLE HOTEL DALLAS

TRINITY HALL I

1378 WYCLIFF

DALLAS, TX 75207

SHOW SITE

EVENT: **AAHKS - ANNUAL MEETING**

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.

FREEMAN

3801 Adler Dr, Ste 100
Dallas, TX 75211
(214) 634-1463 Fax: (469) 621-5601

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: _____

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

FURNISH FORWARD

.....

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

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

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

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

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



SEATING

Naples



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

36"L 30"D 33"H

⚡ Powered options available



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

62"L 30"D 33"H

⚡ Powered options available



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

87"L 30"D 33"H

⚡ Powered options available

Munich



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

26"L 27"D 28.5"H



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

22.5"L 27"D 28.5"H



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

45"L 27"D 28.5"H



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

93.5"L 27"D 28.5"H

Baja

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

36"L 30.5"D 28"H

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

61"L 30.5"D 28"H



⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

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

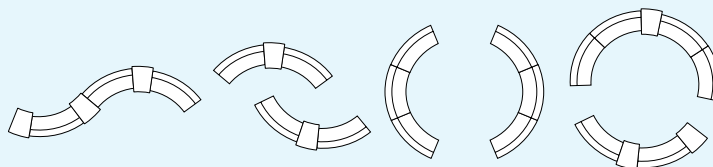
69"L 29"D 33"H

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

25"L 31"D 18"H



possible configurations



Key Largo



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

57"L 35"D 34"H



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

79"L 35"D 34"H



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

35"L 35"D 34"H

Allegro

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

36"L 34.5"D 30"H

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

73"L 34.5"D 30"H



SEATING

Fairfax

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

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



Hopi

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

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



Tangiers

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

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

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



CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

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

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

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

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



OTTOMANS

HALF BENCH OTTOMAN **SELECT** white vinyl 815119

39"L 23"D 18"H



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

18"L 18"D 18"H



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

17" Round 18"H



EDGE LED CUBE OTTOMAN* **SELECT** high-density plastic 81526

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

⚡ Powered

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



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

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

OTTOMANS



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H

OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR **ESSENTIALS** 71089

21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR **ESSENTIALS** 71090

20"W 21"L 33"H

LAGUNA CHAIR **SELECT** maple/chrome 810861

18"L 19"D 34"H



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

18"W 17.75"L 33"H

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

30"L 30"D 31"H



ITEMS PICTURED BELOW

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

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**

espresso vinyl **810835**

taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**

green molded plastic **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

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

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

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

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

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

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



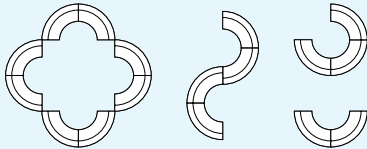
BARS & BARSTOOLS

MARTINI BAR **SELECT**

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

67"L 22"D 45"H

possible configurations



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

22"W 18"L 46"H

GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

LAGUNA BARSTOOL **SELECT**

maple/chrome **810860**

18"L 20"D 47"H



LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

LIFT BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



APEX BARSTOOL **SELECT**

black vinyl **810951**

blue ultra suede **810952**

red vinyl **810953**

white vinyl **810954**

21"L 21"D 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

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

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

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

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



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

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



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL **SELECT**

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

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

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

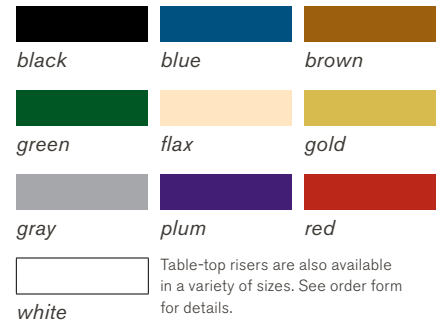
ITEMS PICTURED BELOW

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

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



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

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

COUNTERS

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

TABLES*

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

COUNTERS*

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

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



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

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



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

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



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

30" Round 30"H

72064

36" Round 30"H



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

30" Round 42"H

720164

36" Round 42"H



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

30" Round 29"H



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

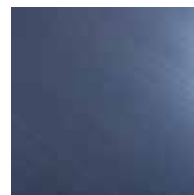
30" Round 45"H



actual color

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

30" Round 29"H



actual color

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

30" Round 42"H

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



Atomic

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

36" Round 30"H

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

42" Round 30"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H

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

26"L 26"D 20"H



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

50"L 22"D 16"H

Sydney

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

27"L 23"D 22"H



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

48"L 26"D 18"H

⚡ Powered options available



OCCASIONAL, END & COCKTAIL TABLES

Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15" Round 22"H

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

20"L 20"D 20"H



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

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



Rustique

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

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

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

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



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42" Round 29"H



42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H



6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

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

laminate/metal

82058

72"L 26"D 30"H



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

laminate/metal

82067

72"L 26"D 30"H

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

laminate/metal

82063

72"L 26"D 30"H



CONFERENCE TABLES



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



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



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



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



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

OFFICE



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

60"L 30"D 29"H



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

60"L 20"D 29"H



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

36"L 12"D 72"H



COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

ITEMS PICTURED BELOW

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

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

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

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

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

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



POWERED

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

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H

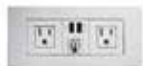


Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

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

72.25"L 26.25"D 42"H

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

72.25"L 26.25"D 42"H



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

72"L 26"D 30"H



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

72"L 26"D 30"H

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

60"L 30"D 30"H



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

48"L 26"D 18"H

POWERED PRODUCT PEDESTALS

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

24"L 24"D 36"H

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

24"L 24"D 42"H



Power Panel Detail

BANQUETTE

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

38" Round 51"H

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



*Electrical power must be ordered separately

POWERED

STORAGE

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

16"L 20"D 28"H



**FILE CABINET
WITH LOCK** **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



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

36"W 18"L 72"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



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

28"L 28"D 64"H

LIGHTING



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

16" Round 26"H



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

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

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



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

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

42"H

CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 66" sign

ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

CHROME COAT TREE **ESSENTIALS** 220109

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

BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

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

CHROME BAG RACK **ESSENTIALS** 220110

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



SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



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

FREEMAN

3801 Adler Dr, Ste 100
Dallas, TX 75211
(214) 634-1463 Fax: (469) 621-5601

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

OCTOBER 12, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

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

Naples Group - Black Vinyl

_____	810119*	Chair.....	462.00	508.20	646.80	_____
_____	830120*	Loveseat.....	666.50	733.15	933.10	_____
_____	830119*	Sofa.....	636.00	699.60	890.40	_____

Munich Group - Gray Fabric

_____	810150*	Corner Chair.....	532.00	585.20	744.80	_____
_____	810151*	Armless Chair.....	466.00	512.60	652.40	_____
_____	830200*	Armless Loveseat.....	780.00	858.00	1,092.00	_____
_____	830201*	Sectional - 3 Piece.....	1,776.00	1,953.60	2,486.40	_____

Baja Group - White Vinyl

_____	81050*	Chair.....	500.00	550.00	700.00	_____
_____	83020*	Loveseat.....	550.00	605.00	770.00	_____

South Beach Group - Platinum Suede

_____	8301*	Sofa.....	619.50	681.45	867.30	_____
_____	8151*	Ottoman.....	271.00	298.10	379.40	_____

Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	620.50	682.55	868.70	_____
_____	830951*	Sofa.....	686.00	754.60	960.40	_____
_____	810950*	Chair.....	489.50	538.45	685.30	_____

Allegro Group - Blue Fabric

_____	81019*	Chair.....	439.50	483.45	615.30	_____
_____	83015*	Sofa.....	701.50	771.65	982.10	_____

Fairfax Group - White Vinyl

_____	810949*	Chair.....	413.00	454.30	578.20	_____
_____	830949*	Sofa.....	659.00	724.90	922.60	_____

Hopi Group - Gray Linen

_____	810140*	Chair.....	213.00	234.30	298.20	_____
_____	830150*	Loveseat.....	271.50	298.65	380.10	_____

Tangiers Group - Beige Fabric

_____	810118*	Chair.....	411.00	452.10	575.40	_____
_____	830220*	Loveseat.....	656.00	721.60	918.40	_____
_____	830118*	Sofa.....	531.00	584.10	743.40	_____

CASUAL SEATING

Ottomans

_____	815122*	Endless Square - White Vinyl.....	301.50	331.65	422.10	_____
_____	815123*	Endless Square - Black Vinyl.....	301.50	331.65	422.10	_____
_____	815953*	Endless Curve - White Vinyl.....	511.50	562.65	716.10	_____
_____	815952*	Endless Curve - Black Vinyl.....	511.50	562.65	716.10	_____
_____	815119*	Half-Bench - White Vinyl.....	339.00	372.90	474.60	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	137.50	151.25	192.50	_____
_____	81519*	Vibe Cube - Red Vinyl.....	137.50	151.25	192.50	_____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
OCTOBER 12, 2018

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	137.50	151.25	192.50	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	137.50	151.25	192.50	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	137.50	151.25	192.50	_____
_____	81530*	Vibe Cube - Black Vinyl.....	119.50	131.45	167.30	_____
_____	81531*	Vibe Cube - White Vinyl.....	119.50	131.45	167.30	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	128.00	140.80	179.20	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	128.00	140.80	179.20	_____
_____	815151*	Marche Swivel - Gray Fabric.....	211.00	232.10	295.40	_____
_____	815154*	Marche Swivel - Red Fabric.....	211.00	232.10	295.40	_____
_____	815159*	Marche Swivel - Blue Fabric.....	211.00	232.10	295.40	_____
_____	815152*	Marche Swivel - Linen Fabric.....	211.00	232.10	295.40	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	211.00	232.10	295.40	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	211.00	232.10	295.40	_____
_____	815156*	Marche Swivel - Plum Fabric.....	211.00	232.10	295.40	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	211.00	232.10	295.40	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	211.00	232.10	295.40	_____
_____	815150*	Marche Swivel - White Vinyl.....	211.00	232.10	295.40	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	178.00	195.80	249.20	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	568.50	625.35	795.90	_____
_____	8507*	Quarter Curve Ottoman.....	551.00	606.10	771.40	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	396.00	435.60	554.40	_____
_____	81551*	Brown Fabric.....	396.00	435.60	554.40	_____
_____	81552*	Gray Fabric.....	396.00	435.60	554.40	_____
_____	81553*	Linen Fabric.....	396.00	435.60	554.40	_____
_____	81554*	Ocean Blue Fabric.....	396.00	435.60	554.40	_____
_____	81555*	Red Fabric.....	396.00	435.60	554.40	_____
_____	81556*	White Vinyl.....	396.00	435.60	554.40	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	121.00	133.10	169.40	_____
_____	71090	Black Diamond Arm Chair.....	164.00	180.40	229.60	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	125.50	138.05	175.70	_____
_____	210108	Limerick® Chair by Herman Miller.....	67.50	74.25	94.50	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	775.00	852.50	1,085.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	802.50	882.75	1,123.50	_____
_____	810948*	Meeting Chair - White Vinyl.....	339.00	372.90	474.60	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	207.50	228.25	290.50	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	271.00	298.10	379.40	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	388.00	426.80	543.20	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	426.00	468.60	596.40	_____

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NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	94.00	103.40	131.60	
	810130*	Malba Chair - Green Molded Plastic.....	94.00	103.40	131.60	
	810846*	Christopher Chair - White Vinyl/Chrome.....	113.50	124.85	158.90	
	810851*	Zenith Chair - White/Chrome.....	147.00	161.70	205.80	
	810841*	Rustique Chair - Gunmetal.....	120.00	132.00	168.00	
	810837*	Razor Armless Chair - White High Density Plastic....	57.00	62.70	79.80	
	810875*	Swanson Swivel Chair - White Vinyl.....	251.50	276.65	352.10	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	105.50	116.05	147.70	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	105.50	116.05	147.70	
	810847*	Wendy Chair - Clear Acrylic.....	113.50	124.85	158.90	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	266.00	292.60	372.40	
	71045	Gray Gaslift Chair Without Arms.....	246.50	271.15	345.10	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	296.00	325.60	414.40	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	341.00	375.10	477.40	
	810844*	Pro Executive High Back Chair - White Vinyl.....	271.00	298.10	379.40	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	339.00	372.90	474.60	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	420.50	462.55	588.70	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	350.50	385.55	490.70	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	440.50	484.55	616.70	
Bars & Barstools						
	8501*	Martini Bar.....	1,339.50	1,473.45	1,875.30	
	71088	Black Diamond Stool.....	153.00	168.30	214.20	
	71048	Gray Gaslift Stool with Arms.....	284.00	312.40	397.60	
	71047	Gray Gaslift Stool without Arms.....	266.00	292.60	372.40	
	810860*	Laguna Barstool - Maple/Chrome.....	158.50	174.35	221.90	
	210109	Limerick® Stool by Herman Miller.....	118.50	130.35	165.90	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	153.00	168.30	214.20	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	153.00	168.30	214.20	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	153.00	168.30	214.20	
	810870*	Lift Barstool - White Vinyl/Chrome.....	153.00	168.30	214.20	
	810951*	Apex Barstool - Black Vinyl.....	185.50	204.05	259.70	
	810952*	Apex Barstool - Blue Ultra Suede.....	185.50	204.05	259.70	
	810953*	Apex Barstool - Red Vinyl.....	185.50	204.05	259.70	
	810954*	Apex Barstool - White Vinyl.....	185.50	204.05	259.70	
	810103*	Banana Barstool - White Vinyl/Chrome.....	184.50	202.95	258.30	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	184.50	202.95	258.30	
	810850*	Zenith Barstool - White/Chrome.....	147.00	161.70	205.80	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	290.50	319.55	406.70	
	810848*	Christopher Barstool - White.....	251.50	276.65	352.10	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	323.50	355.85	452.90	
	810839*	Rustique Barstool - Gunmetal.....	120.00	132.00	168.00	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	232.50	255.75	325.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	232.50	255.75	325.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters**Draped Tables** - Tables are 30" wide
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	130330	Draped Table 3'L x 30"H.....	98.50	108.35	137.90	_____
_____	130430	Draped Table 4'L x 30"H.....	115.50	127.05	161.70	_____
_____	130630	Draped Table 6'L x 30"H.....	142.00	156.20	198.80	_____
_____	130830	Draped Table 8'L x 30"H.....	163.00	179.30	228.20	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	39.00	42.90	54.60	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	39.00	42.90	54.60	_____
_____	130342	Draped Counter 3'L x 42"H.....	152.00	167.20	212.80	_____
_____	130442	Draped Counter 4'L x 42"H.....	168.50	185.35	235.90	_____
_____	130642	Draped Counter 6'L x 42"H.....	180.50	198.55	252.70	_____
_____	130842	Draped Counter 8'L x 42"H.....	207.50	228.25	290.50	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	46.50	51.15	65.10	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	46.50	51.15	65.10	_____

Undraped Tables & Counters

_____	131330	Undraped Table 3'L x 30"H.....	50.50	55.55	70.70	_____
_____	131430	Undraped Table 4'L x 30"H.....	56.00	61.60	78.40	_____
_____	131630	Undraped Table 6'L x 30"H.....	68.50	75.35	95.90	_____
_____	131830	Undraped Table 8'L x 30"H.....	80.50	88.55	112.70	_____
_____	131342	Undraped Counter 3'L x 42"H.....	71.00	78.10	99.40	_____
_____	131442	Undraped Counter 4'L x 42"H.....	76.50	84.15	107.10	_____
_____	131642	Undraped Counter 6'L x 42"H.....	92.00	101.20	128.80	_____
_____	131842	Undraped Counter 8'L x 42"H.....	104.50	114.95	146.30	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.50	33.55	42.70	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.50	33.55	42.70	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.50	39.05	49.70	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.50	39.05	49.70	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.00	45.10	57.40	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.00	45.10	57.40	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.50	51.15	65.10	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.50	51.15	65.10	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	67.00	73.70	93.80	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	67.00	73.70	93.80	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	194.00	213.40	271.60	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	200.00	220.00	280.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	118.50	130.35	165.90	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	195.00	214.50	273.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	210.50	231.55	294.70	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	194.00	213.40	271.60	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	194.00	213.40	271.60	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	194.00	213.40	271.60	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	194.00	213.40	271.60	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	317.00	348.70	443.80	
	8201207*	Hydraulic Base Bar Table - Maple.....	329.50	362.45	461.30	
	8201203**	Standard Base Cafe Table - Blue Steel.....	228.00	250.80	319.20	
	8201204**	Standard Base Bar Table - Blue Steel.....	273.00	300.30	382.20	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	352.50	387.75	493.50	
	8201211*	Hydraulic Base Bar Table - Graphite.....	362.50	398.75	507.50	
	8201206*	Hydraulic Base Cafe Table - Maple.....	343.00	377.30	480.20	
	8201205*	Hydraulic Base Bar Table - Maple.....	342.00	376.20	478.80	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	366.50	403.15	513.10	
	820125*	Hydraulic Base Bar Table - White Laminate.....	366.50	403.15	513.10	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	292.00	321.20	408.80	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	292.00	321.20	408.80	
	820265*	Madison Cafe Table - Gray Acajou.....	230.50	253.55	322.70	
	820264*	Madison Bar Table - Gray Acajou.....	236.00	259.60	330.40	
	8201220*	30" Cafe Table Black Base - White Laminate.....	230.00	253.00	322.00	
	8201221*	30" Bar Table Black Base - White Laminate.....	246.00	270.60	344.40	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	248.00	272.80	347.20	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	263.50	289.85	368.90	
	820252*	Alondra End Table - Glass/Chrome.....	213.00	234.30	298.20	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	296.50	326.15	415.10	
	820253*	Alondra End Table - Wood/Chrome.....	213.00	234.30	298.20	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	296.50	326.15	415.10	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	82028*	Geo End Table - Wood/Black Steel.....	251.50	276.65	352.10	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	258.00	283.80	361.20	
	82035*	Geo End Table - Glass/Chrome.....	304.00	334.40	425.60	
	82034*	Geo Cocktail Table - Glass/Chrome.....	373.00	410.30	522.20	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	231.50	254.65	324.10	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	231.50	254.65	324.10	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	278.50	306.35	389.90	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	278.50	306.35	389.90	

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Occasional, End & Cocktail Tables (continued)

_____	82075*	Regis End Table - Brushed Metal.....	287.50	316.25	402.50	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	404.50	444.95	566.30	_____
_____	820844*	Aura Round Table - White Metal.....	115.50	127.05	161.70	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	178.00	195.80	249.20	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	418.00	459.80	585.20	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	418.00	459.80	585.20	_____
_____	82088*	Oliver End Table - Walnut Finish.....	224.00	246.40	313.60	_____
_____	82087*	Oliver Table - Walnut Finish.....	251.50	276.65	352.10	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	272.00	299.20	380.80	_____

Conference Tables

_____	82041*	Geo Conference Table - Glass/Black Steel.....	418.00	459.80	585.20	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	418.00	459.80	585.20	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	416.00	457.60	582.40	_____
_____	820708*	42" Round Conference Table - White Laminate.....	384.50	422.95	538.30	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	602.50	662.75	843.50	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	477.50	525.25	668.50	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	953.00	1,048.30	1,334.20	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	953.00	1,048.30	1,334.20	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	489.50	538.45	685.30	_____
_____	82067*	G30 Cafe Table - Maple.....	489.50	538.45	685.30	_____
_____	82063*	G30 Cafe Table - White.....	686.50	755.15	961.10	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	636.00	699.60	890.40	_____
_____	820952*	Ventura Communal Bar Table - Black.....	656.00	721.60	918.40	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	636.00	699.60	890.40	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	636.00	699.60	890.40	_____
_____	820956*	Ventura Communal Bar Table - White.....	636.00	699.60	890.40	_____

Office

_____	84075*	Madison Desk - Gray Acajou.....	719.00	790.90	1,006.60	_____
_____	84077*	Madison Credenza - Gray Acajou.....	599.00	658.90	838.60	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	511.50	562.65	716.10	_____

Computer Desks/Tables

_____	820706*	Work Desk - White Laminate.....	331.00	364.10	463.40	_____
_____	820707*	Merlin Table - Gray Laminate.....	346.50	381.15	485.10	_____

POWERED**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	666.50	733.15	933.10	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	859.50	945.45	1,203.30	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	990.00	1,089.00	1,386.00	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	666.50	733.15	933.10	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	990.00	1,089.00	1,386.00	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	812.00	893.20	1,136.80	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	738.00	811.80	1,033.20	_____
_____	82071*	G30 Cafe Table, Powered - White.....	911.50	1,002.65	1,276.10	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	454.00	499.40	635.60	_____

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POWERED

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	743.00	817.30	1,040.20	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	653.50	718.85	914.90	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	506.00	556.60	708.40	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	506.00	556.60	708.40	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	487.50	536.25	682.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	487.50	536.25	682.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	581.00	639.10	813.40	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	564.50	620.95	790.30	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	511.50	562.65	716.10	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	143.00	157.30	200.20	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	166.50	183.15	233.10	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	494.00	543.40	691.60	_____

Refrigerator

_____	75057	Small Refrigerator.....	455.00	500.50	637.00	_____
_____	8503001*	Refrigerator - White.....	767.50	844.25	1,074.50	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	151.00	166.10	211.40	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	225.00	247.50	315.00	_____

Display

_____	75020	Display Cylinder - Black - Low.....	220.50	242.55	308.70	_____
_____	75021	Display Cylinder - Black - Medium.....	255.00	280.50	357.00	_____
_____	75022	Display Cylinder - Black - High.....	301.50	331.65	422.10	_____
_____	75030	Display Cube - Black - 12" Small.....	234.00	257.40	327.60	_____
_____	75031	Display Cube - Black - 18" Medium.....	251.50	276.65	352.10	_____
_____	75032	Display Cube - Black - 24" Large.....	292.50	321.75	409.50	_____
_____	75079	Orion Computer Kiosk - Black.....	404.50	444.95	566.30	_____
_____	72056	Display Counter - Black.....	377.50	415.25	528.50	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	251.50	276.65	352.10	_____
_____	850715*	Mobile Tablet Stand - Black.....	251.50	276.65	352.10	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	28.50	31.35	39.90	_____
_____	850712*	Wireless Printer Holder - Black.....	28.50	31.35	39.90	_____
_____	850713*	Charging Shelf - Black.....	28.50	31.35	39.90	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	118.50	130.35	165.90	_____
_____	220118	Chrome Sign Holder.....	94.00	103.40	131.60	_____
_____	750135	Round Literature Rack.....	218.50	240.35	305.90	_____
_____	750136	Flat Literature Rack.....	188.50	207.35	263.90	_____

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						

Accessories (continued)

_____	220109	Chrome Coat Tree.....	54.50	59.95	76.30	_____
_____	220134	Aluminum Easel.....	53.00	58.30	74.20	_____
_____	220110	Chrome Bag Rack.....	116.50	128.15	163.10	_____
_____	10201484	Floor Standing Bulletin Board.....	205.00	225.50	287.00	_____
_____	220106	Corrugated Wastebasket.....	12.00	13.20	16.80	_____

Special Drape

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

_____	12103	Special Drape 3'H (per ft.).....	18.50	20.35	25.90	_____
_____	12108	Special Drape 8'H (per ft.).....	21.50	23.65	30.10	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.25% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

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by ordering at www.freeman.com before
OCTOBER 12, 2018

FREEMAN

3801 Adler Dr., Ste. 100
Dallas, TX 75211

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**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018**

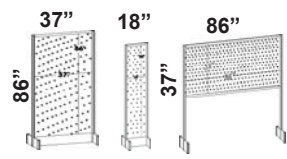
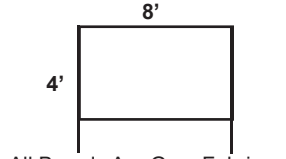
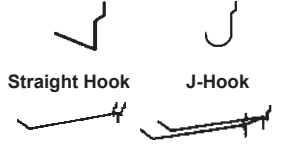
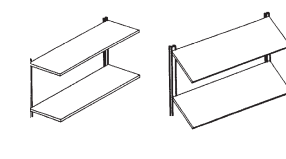
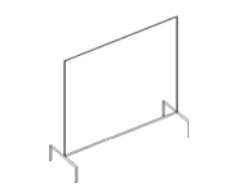
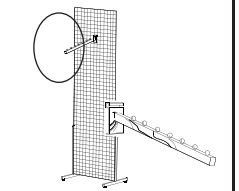
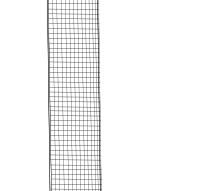
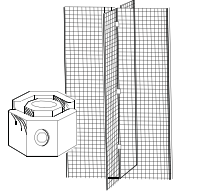
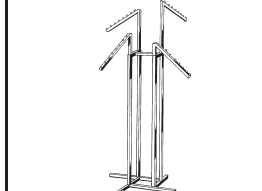


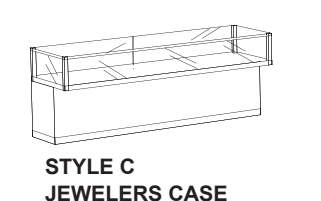
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 214-634-1463 to speak with one of our experts.

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

 <p>PERFBOARD - SINGLE SIDED</p>	 <p>BULLETIN BOARD</p>	 <p>PERFBOARD HOOKS</p>	 <p>WHITE PERFBOARD SHELVES</p>
 <p>BLACK GARMENT RACK</p>	 <p>GRID ACCESSORIES</p>	 <p>2' x 7' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>
 <p>WATERFALL GARMENT RACK</p>	 <p>STYLE A FULL VISION CASE</p>	 <p>STYLE B HALF VISION CASE</p>	 <p>STYLE C JEWELERS CASE</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARD						
*Please circle choice of Perfboard						
		Horizontal				
		Vertical				
173519	1M x 8'H Perfboard Panel*		301.00	331.10	421.40	
173524	1/2Mx8'H Perfboard Panel*		153.00	168.30	214.20	
10201484	Bulletin Board		205.00	225.50	287.00	
10201	2" Straight Hook		.50	.55	.70	
10202	6" Straight Hook		.50	.55	.70	
10206	1" J Hook		.50	.55	.70	
10203	Single Hook		.50	.55	.70	
10204	Double Hook		1.00	1.10	1.40	
17201	1M Straight Shelf 12"x37"		72.00	79.20	100.80	
17206	1M Angled Shelf 12"x37"		72.00	79.20	100.80	

GRIDS - Please use grid to indicate placement

103027	Chrome Grid 2'x7'	102.50	112.75	143.50	
*please circle one for grids: with bases without bases					
103030	4-Way Grid Connectors	2.40	2.65	3.35	
10309	Cleaver Clip for Grid	.80	.90	1.10	
10307	7-Ball Waterfall (for grids)	7.75	8.55	10.85	
1030468	4" Single Hook (for grids)	.95	1.05	1.35	
1030468	6" Single Hook (for grids)	1.05	1.15	1.45	
1030468	8" Single Hook (for grids)	1.20	1.30	1.70	

ACCESSORIES

15905	Fish Bowl	20.00	22.00	28.00	
159014	Ticket Tumbler - Small	186.50	205.15	261.10	
10406	Garment Rack	102.00	112.20	142.80	
10401	Waterfall Garment Rack	150.00	165.00	210.00	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHOWCASES						
101043	Full Vision Case - 4'		421.50	463.65	590.10	
101061	Full Vision Case - 6'		507.00	557.70	709.80	
101042	Half Vision Case - 4'		394.50	433.95	552.30	
101060	Half Vision Case - 6'		438.00	481.80	613.20	
101064	Jewelers Case - 6'		406.00	446.60	568.40	

Choose Pad Color: * Please circle color for pads:

		GRAY		BLACK	
10104	Showcase Pad* 4'	84.00	92.40	117.60	
10106	Showcase Pad* 6'	102.50	112.75	143.50	

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Please use diagram to indicate the placement of showcase(s) or grids.

Adjacent Aisle or Booth # _____

TOTAL COST

Sub-Total _____ + Tax (8.25%) _____ = TOTAL _____

FREEMAN accessories

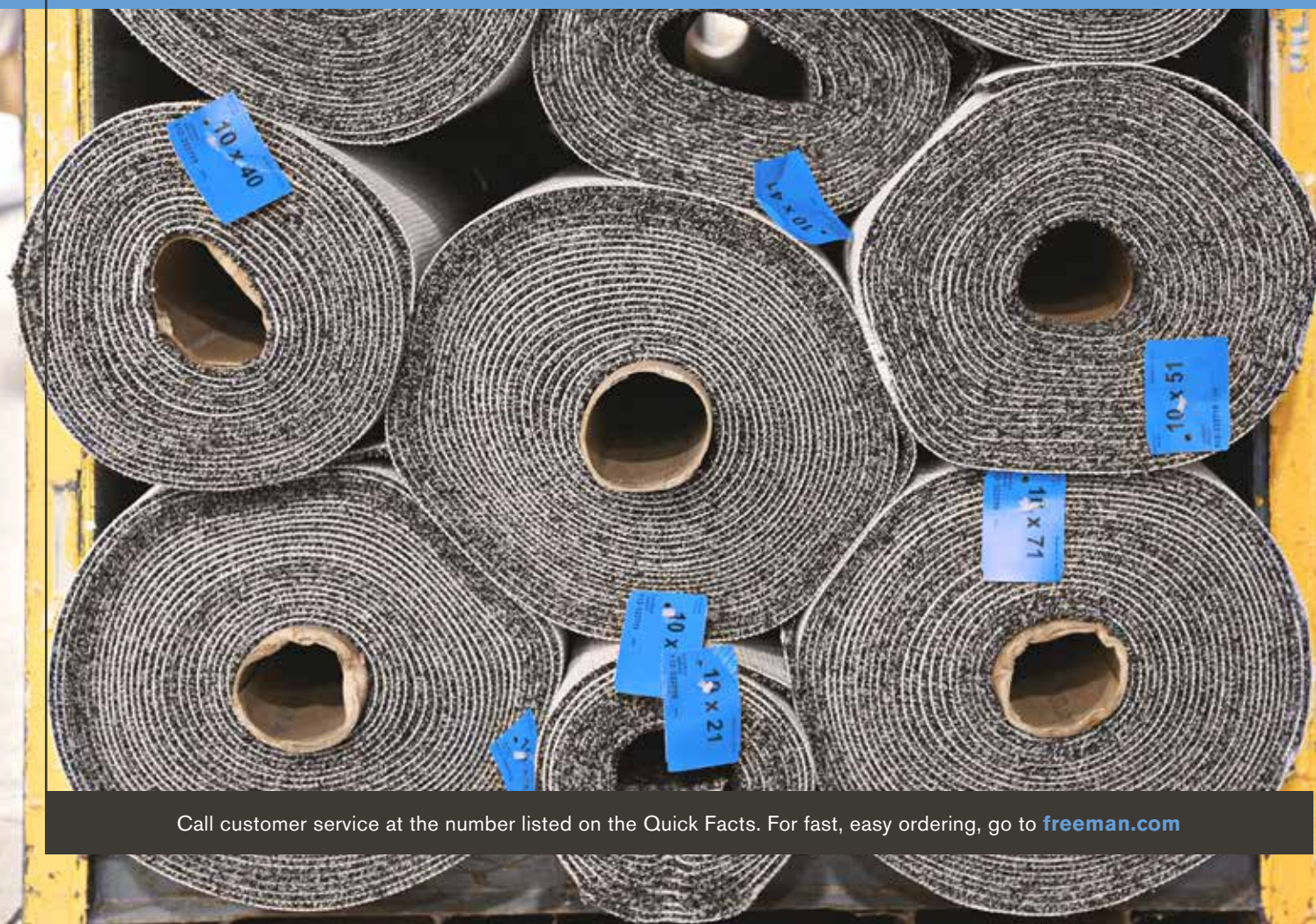
Take advantage of the Online price
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before OCTOBER 12, 2018.

FROM THE GROUND UP

.....

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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

CLASSIC CARPET

Custom Cut

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

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

Standard Cut

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



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

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Dallas, TX 75211
(214) 634-1463 Fax: (469) 621-5601

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (214) 634-1463 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:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 316.00	\$ 347.60	\$ 442.40	_____
_____	10' x 20' Classic Carpet	\$ 632.00	\$ 695.20	\$ 884.80	_____
_____	10' x 30' Classic Carpet	\$ 948.00	\$ 1,042.80	\$ 1,327.20	_____
_____	10' x 40' Classic Carpet	\$ 1,264.00	\$ 1,390.40	\$ 1,769.60	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 118.00	\$ 129.80	\$ 165.20	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 236.00	\$ 259.60	\$ 330.40	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 354.00	\$ 389.40	\$ 495.60	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 472.00	\$ 519.20	\$ 660.80	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 236.00	\$ 259.60	\$ 330.40	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 472.00	\$ 519.20	\$ 660.80	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 708.00	\$ 778.80	\$ 991.20	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 944.00	\$ 1,038.40	\$ 1,321.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$.95	\$ 1.05	\$ 1.35	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 172.00	\$ 189.20	\$ 240.80	_____
_____	9' x 20' Classic Carpet	\$ 344.00	\$ 378.40	\$ 481.60	_____
_____	9' x 30' Classic Carpet	\$ 516.00	\$ 567.60	\$ 722.40	_____
_____	9' x 40' Classic Carpet	\$ 688.00	\$ 756.80	\$ 963.20	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 106.00	\$ 116.60	\$ 148.40	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 212.00	\$ 233.20	\$ 296.80	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 318.00	\$ 349.80	\$ 445.20	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 424.00	\$ 466.40	\$ 593.60	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 212.00	\$ 233.20	\$ 296.80	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 424.00	\$ 466.40	\$ 593.60	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 636.00	\$ 699.60	\$ 890.40	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 848.00	\$ 932.80	\$ 1,187.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$.95	\$ 1.05	\$ 1.35	_____

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

TOTAL COST			
Sub- Total	+	8.25% Tax	= Total Cost

standard size carpet

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ONLINE PRICE
DISCOUNT PRICE
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OCTOBER 12, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (214) 634-1463 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. @ \$ 3.75

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.75	\$ 4.15	\$ 5.25	

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 3.75	\$ 4.15	\$ 5.25	
Over 700 sq. ft.		\$ 3.20	\$ 3.50	\$ 4.50	

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.30	\$ 4.75	\$ 6.00	
Over 700 sq. ft.		\$ 3.75	\$ 4.15	\$ 5.25	

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.25

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.25	\$ 1.40	\$ 1.75	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.95	\$ 1.05	\$ 1.35	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.80	\$ 3.10	\$ 3.90	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.90	\$ 2.10	\$ 2.65	

TOTAL COST

Sub- Total	+	8.25% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before OCTOBER 12, 2018

cut to size carpet
FREEMAN

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NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 2-3, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

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

_____	610100	Booth Vacuuming - One Time52	.75	_____
_____	610200	Booth Vacuuming - 2 Days90	1.25	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft.	187.50	262.50	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	211.50	296.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	237.50	332.50	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.25 %Tax		Total Cost

UNION JURISDICTIONS FOR THE DALLAS / FT. WORTH AREA

THE FOLLOWING GUIDELINES APPLY IN THE DALLAS / FT. WORTH AREA:

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

ELECTRICAL LABOR & PLUMBING

Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes:

- Electrical wiring • Electrical signs • Multiple TV and VCR connections
 - Videotaping using multiple video cameras, including camera operation, audio and lighting
- Responsible for all plumbing supplies. This includes:

- Air • Water • Gas lines • Tanks and venting

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Dallas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

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Dallas, TX 75211

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NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 214-634-1463 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 89.00	\$ 124.60
Overtime-	6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
	6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 133.50	\$ 186.90
Double Time-	12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 178.00	\$ 249.40

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: **AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN installation & dismantle labor

FREEMAN

3801 Adler Dr., Ste. 100
Dallas, TX 75211
(214) 634-1463 • Fax: (469) 621-5601

DEADLINE DATE
OCTOBER 12, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: AAHKS - ANNUAL MEETING / NOVEMBER 1-4, 2018
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 214-634-1463 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

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

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 136.00	\$190.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	183.50	257.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	147.50	206.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	194.50	272.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	153.50	215.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	201.00	281.50
3140300	Forklift w/operator - up to 30,000 lbs - ST.....	178.00	249.25
3140301	Forklift w/operator - up to 30,000 lbs - OT.....	225.50	315.75
304040	Forklift w/operator - 4-Stage - ST.....	161.50	
304041	Forklift w/operator - 4-Stage - OT.....	209.00	
3090600	Man Cage for Forklift	51.50	
3090700	Boom for Forklift.....	51.50	
3090800	Pallet Jack.....	51.50	
RIGGING LABOR			
3020100	Rigger - ST.....	90.00	126.00
3020101	Rigger - OT.....	135.00	189.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 8.25%	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 8.25%	N/A
							Total	

FREEMAN forklift / rigging labor



AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 25% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

On-site contact must be in booth to accept delivery of equipment.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Hilton Anatole, 2201 N. Stemmons Freeway, Dallas, TX 75207
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: fdozier@psav.com

MONITORS

	QTY.	
■ 46" LCD monitor	_____	\$1,110
□ Dual-post stand □ Table stand □ Speakers		
■ 55" LCD monitor	_____	\$1,980
□ Dual-post stand □ Table stand □ Speakers		
■ 70" LCD monitor	_____	\$3,360
□ Dual-post stand □ Table stand □ Speakers		

MONITOR ACCESSORIES

	QTY.	
■ Laptop	_____	\$250

PROJECTION

	QTY.	
■ LCD projector	_____	\$1,515
■ Tripod screen	_____	\$285
□ 5' □ 6' □ 7' □ 8'		



AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



AUDIO EQUIPMENT

	QTY.	
■ Wired microphone	_____	\$225
□ Handheld □ Lavalier		
■ Wireless microphone	_____	\$600
□ Handheld □ Lavalier		
■ Wireless headset microphone	_____	\$270
<i>Requires wireless microphone unit to operate</i>		
■ Sound system	_____	\$1,467
■ <i>two speakers, two stands, one mixer, one wired microphone</i>		
■ <i>up to 20 people</i>		

LIGHTING

	QTY.	
■ Up-light	_____	\$285

INTERNET

	QTY.	
■ Wired internet connection	_____	\$610
■ Wireless internet connection	_____	\$170
■ Dedicated bandwidth		Please contact PSAV for quote

23% Service Charge will be applied to all orders.
Labor charge may apply, depending upon request.
Loss Damage Waiver may also apply.

POWER

	QTY.	
■ 120V – 5 AMP	_____	\$125
■ 120V – 10 AMP	_____	\$185
■ 120V – 15 AMP	_____	\$215
■ 120V – 20 AMP	_____	\$240
■ 208V Single phase – 30 AMP	_____	\$495
■ 208V Single phase – 60 AMP	_____	\$670
■ 208V Three phase – 30 AMP	_____	\$730
■ 208V Three phase – 60 AMP	_____	\$985
■ 25' AC cable	_____	\$32
■ Power strip	_____	\$32

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

CUSTOM ITEMS

	QTY.	
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

Felix Dozier

Director of Sales - PSAV®

Hilton Anatole

2201 N. Stemmons Freeway, Dallas, TX 75207

■ office: 214.761.5820 ■ email: fdozier@psav.com





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

Felix Dozier
Director of Sales - PSAV®
Hilton Anatole
2201 N. Stemmons Freeway, Dallas, TX 75207
■ office: 214.761.5820 ■ email: fdozier@psav.com



FIRE DEPARTMENT REGULATIONS

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in Dallas Fire code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes, or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
 - a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
 - b. Fuel tanks are locked and sealed.
 - c. Battery cables are disconnected.
 - d. Ignition keys are removed and at display location.
 - e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to area approved by the fire marshal.
8. The use, display, or storage of LPG, flammable liquid, or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ash trays must be approved.
10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of any gas-fire appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. Sawdust and shavings shall be kept flameproofed.
17. The storage of hay and straw must be approved by fire marshal.

**These are Basic Rules and every exhibit must comply prior to scheduled opening.
For assistance please contact 214-670-4627, Dallas Fire Department**