

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high burgundy and white back drape, 36" high burgundy side drape, and a 7" x 44" identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is not carpeted; however, the aisles will be carpeted in charcoal. All exhibiting companies are required to carpet the full extent of the square footage assigned. Rental carpet is available through Freeman; please refer to the Freeman Carpet brochure and order form.

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **May 21, 2010**.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Saturday	June 05, 2010	12:30 PM - 5:00 PM
Sunday	June 06, 2010	8:00 AM - 5:00 PM

**EXHIBIT HOURS**

Monday	June 07, 2010	10:15 AM - 4:00 PM
Tuesday	June 08, 2010	10:00 AM - 4:00 PM
Wednesday	June 09, 2010	10:00 AM - 2:00 PM

**EXHIBITOR MOVE-OUT**

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

Wednesday	June 09, 2010	2:00 PM - 8:00 PM
Thursday	June 10, 2010	6:00 AM -12:00 PM

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Thursday, June 10, 2010 at 12:00 PM

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Thursday, June 10, 2010 at 9:00 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.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

FREEMAN 3323 IH-35 North, Suite 120 San Antonio, TX 78219 (210) 227-0341 * fax (210) 212-8049 email: FreemanSan AntonioES@freemanco.com	FREEMAN AUDIO VISUAL SOLUTIONS 3323 IH-35N #118 San Antonio, TX 78219 (210) 226-1376 * fax (210) 226-7940
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FREEMAN EXHIBIT TRANSPORTATION  
 (800) 995-3579 fax (817) 385-0983

**FREEMAN ONLINE®**

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

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

**SERVICE CENTER HOURS**

Saturday	June 05, 2010	12:00 PM - 5:00 PM
Sunday	June 06, 2010	8:00 AM - 5:00 PM
Monday	June 07, 2010	8:00 AM - 4:30 PM
Tuesday	June 08, 2010	8:00 AM - 4:30 PM
Wednesday	June 09, 2010	8:00 AM - 8:30 PM
Thursday	June 10, 2010	8:00 AM -12:00 PM

**SHIPPING INFORMATION**

Warehouse Shipping Address:

EXHIBITING COMPANY NAME / BOOTH # \_\_\_\_\_  
**SLEEP 2010**  
 C/O FREEMAN  
 3323 IH 35 NORTH, SUITE 126  
 SAN ANTONIO, TEXAS 78219

Freeman will accept crated, boxed or skidded material beginning Monday, May 03, 2010, at the above address. Material arriving after May 31, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

EXHIBITING COMPANY NAME / BOOTH # \_\_\_\_\_  
**SLEEP 2010**  
 C/O FREEMAN  
 HENRY B. GONZALEZ CONVENTION CENTER  
 200 EAST MARKET ST / BOWIE ST DOCK  
 SAN ANTONIO, TEXAS 78205

Freeman will receive shipments at the exhibit facility beginning Saturday, June 05, 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.

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

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising 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 (210) 227-0341.

**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 Exhibitor Services at (210) 227-0341 or Freeman's Customer Support Center at (888)508-5054.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates. Place your order by May 21, 2010.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

Children under 16 years of age will not be allowed on the exhibit hall floor.

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

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

### EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (210) 227-0341 with any questions or needs you may have.

# F R E E M A N

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THIS FORM  
 WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

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

---

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

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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 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 (239465) on your remittance.**

CREDIT CARD  
 For your convenience, we will use this authorization to charge your credit 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:

BANK TRANSFER  
 Bank transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
 ABA#: 026009593 ACCT# 1252039192 Freeman  
*International Wire Transfer*  
 Swift Code: BOFAUS3N ACCT# 1252039192 Freeman  
*ACH Direct Deposit*  
 ABA#: 111000012 ACCT# 1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

**AMERICAN EXPRESS**     **DISCOVER**     **MASTER CARD**     **VISA**     **DINERS CLUB**

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	UTILITIES	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.myfreemanonline.com](http://www.myfreemanonline.com).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

**TELL US WHAT YOU THINK**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.  
<http://feedback.freemanco.com/? 239465>

**FREEMAN method of payment**

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com

## SLEEP 2010 / JUNE 7-9, 2010

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

- AMERICAN EXPRESS    MASTERCARD    VISA    DISCOVER    DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# FREEMAN

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2					
___	N71092	Diva Counter Stool .....	148.25	192.75	___
___	N71091	Diva Chair.....	128.90	167.55	___
___	N710102	Santana Chair .....	128.90	167.55	___
___	N71085	Forestdale Chair .....	95.30	123.90	___
___	N710144	Diplomat Chair .....	161.10	209.45	___
___	N71038	Cherry Barrel Chair .....	154.10	200.35	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe			

Director Series							
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow

___	N710142	Director Stool .....	126.55	164.50	___
___	N71042	Director Chair .....	92.20	119.85	___
___	N710998	Custom Imprinting/Director .....		Call for Quote	___

### Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ....	183.10	238.05	___
___	N71047	Gray Gaslift Stool .....	175.30	227.90	___
___	N71046	Gray Gaslift Chair w/Arms ....	160.50	208.65	___
___	N71045	Gray Gaslift Chair .....	154.65	201.05	___
___	N71044	Executive Chair .....	345.15	448.70	___
___	N71041	Bugle Base Chair .....	107.00	139.10	___
		<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed			
___	N71088	Black Diamond Stool .....	108.25	140.75	___
___	N71089	Black Diamond Side Chair ...	84.60	110.00	___
___	N71090	Black Diamond Arm Chair....	98.30	127.80	___
___	C210105	Opal Side Chair .....	50.10	65.15	___
___	C210101	Carson Arm Chair .....	74.50	96.85	___
		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray			
___	C210112	Casey Padded Stool .....	73.25	95.25	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray			

## LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat .....	526.80	684.85	___
___	N71093	Signature Chair .....	366.35	476.25	___

Kennedy Sectional Series					
<input type="checkbox"/>	Black Tweed	<input type="checkbox"/>	Blue Tweed		
___	N730313	Kennedy Sofa - 3 piece .....	600.65	780.85	___
___	N730213	Kennedy Loveseat - 2 piece .....	284.00	369.20	___
___	N73013	Kennedy Corner Section ...	200.30	260.40	___
___	N73014	Kennedy Center Section ...	200.30	260.40	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>TABLES</b> Pages 7 & 8					
___	N72026	Cherry Cocktail Table .....	167.65	217.95	___
___	N72027	Cherry End Table .....	147.15	191.30	___
___	N72028	Metro Slate Cocktail Table .....	190.75	248.00	___
___	N72029	Metro Slate End Table .....	166.20	216.05	___
___	C115103	Studio Black Cocktail Table ....	72.00	93.60	___
___	C115104	Studio Black End Table .....	65.75	85.50	___
___	N72015	Glass Conference Table .....	167.65	217.95	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome			
___	N72065	Bugle Base Table/White .....	196.00	254.80	___

Pedestal Tables - SoHo Series					
___	N72066	Black-top Mini 18"W x 18"H ....	102.10	132.75	___
___	N72069	Black-top Cafe 24"W x 30"H ...	119.25	155.05	___
___	N72070	Black-top Bistro 24"W x 42"H ..	157.95	205.35	___
___	N72067	Black-top Café Table 36"x30"	137.65	178.95	___
___	N72068	Black-top Bistro 36"W x 42"H ..	116.35	151.25	___

Pedestal Tables - Chelsea Series - Butcher Block Top					
___	N72063	Café Table 30"W x 30"H .....	129.55	168.40	___
___	N72064	Café Table 36"W x 30"H .....	136.35	177.25	___
___	N720163	Bistro Table 30"W x 42"H .....	174.05	226.25	___
___	N720164	Bistro Table 36"W x 42"H .....	190.20	247.25	___

## OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	354.50	460.85	___
___	N72092	Milano Table/Black Top .....	354.50	460.85	___
___	N72094	Luna Table/Black Top .....	418.90	544.55	___
___	N720191	Hemingway Writing Table .....	270.75	352.00	___
___	N74061	Cherry Desk 5' .....	418.90	544.55	___
___	N74065	Cherry Bookcase .....	290.00	377.00	___
___	N74064	Cherry Credenza .....	341.55	444.00	___
___	N74071	Oak Desk 5' .....	418.90	544.55	___
___	N74075	Oak Bookcase .....	290.00	377.00	___
___	N74074	Oak Credenza .....	341.55	444.00	___

## OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter .....	290.00	377.00	___
___	N75079	Orion Computer Kiosk .....	289.75	376.70	___
___	N75030	Black Display Cube/Small .....	161.10	209.45	___
___	N75031	Black Display Cube/Medium ...	161.10	209.45	___
___	N75032	Black Display/Large .....	161.10	209.45	___

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

**FURNISHINGS**

**DISPLAY FURNITURE**  
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low ...	142.50	185.25	___
___	N75021	Black Display Cylinder/Med	151.85	197.40	___
___	N75022	Black Display Cylinder/Lg ....	172.10	223.75	___

**Draped Tables - Tables are 30" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	Draped Table 3'L x 30"H .....	78.95	102.65	___
___	C130430	Draped Table 4'L x 30"H .....	98.65	128.25	___
___	C130630	Draped Table 6'L x 30"H .....	117.95	153.35	___
___	C130830	Draped Table 8'L x 30"H .....	134.35	174.65	___
___	C12404630	4th Side Drap 6'L x 30"H ..	32.90	42.75	___
___	C12404830	4th Side Drap 8'L x 30"H .	32.90	42.75	___
___	C130342	Draped Counter 3'L x 42"H ...	106.70	138.70	___
___	C130442	Draped Counter 4'L x 42"H ...	122.20	158.85	___
___	C130642	Draped Counter 6'L x 42"H ...	137.65	178.95	___
___	C130842	Draped Counter 8'L x 42"H ...	154.10	200.35	___
___	C12404642	4th Side Drap 6'L x 42"H ..	38.05	49.45	___
___	C12404842	4th Side Drap 8'L x 42"H ..	38.05	49.45	___

**Undraped Tables - Tables are 30" wide**

___	C131330	Undraped Table 3'L x 30"H .	31.25	40.65	___
___	C131430	Undraped Table 4'L x 30"H .	38.05	49.45	___
___	C131630	Undraped Table 6'L x 30"H.	44.15	57.40	___
___	C131830	Undraped Table 8'L x 30"H .	50.00	65.00	___
___	C131342	Undraped Counter 3'Lx42"H	53.55	69.60	___
___	C131442	Undraped Counter 4'Lx42"H	61.25	79.65	___
___	C131642	Undraped Counter 6'Lx42"H	68.30	88.80	___
___	C131842	Undraped Counter 8'Lx42"H	73.75	95.90	___

**Table Top Risers**

___	C150410	Single Step Riser 4'L x 7"H	49.60	64.50	___
___	C150610	Single Step Riser 6'L x 7"H	68.30	88.80	___
___	C150810	Single Step Riser 8'L x 7"H	78.95	102.65	___
___	C150414	Single Step Riser 4'L x14"H	52.80	68.65	___
___	C150614	Single Step Riser 6'L x14"H	73.25	95.25	___
___	C150814	Single Step Riser 8'L x14"H	83.20	108.15	___
___	C150420	Double Step Riser 4'L .....	101.55	132.00	___
___	C150620	Double Step Riser 6'L .....	125.05	162.55	___
___	C150820	Double Step Riser 8'L .....	161.45	209.90	___

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt .....	72.10	93.75	___
___	C220118	Chrome Sign Holder .....	61.25	79.65	___
___	N750135	Round Literature Rack .....	234.60	305.00	___
___	N750136	Flat Literature Rack .....	203.00	263.90	___
___	C220109	Chrome Coat Tree .....	40.00	52.00	___
___	C220134	Chrome Easel .....	42.55	55.30	___
___	C220110	Chrome Bag Rack .....	86.70	112.70	___
___	N75053	Black Trash Receptacle .....	68.30	88.80	___
___	N75054	Aluminum Trash Receptacle .	68.30	88.80	___
___	220107	Wastebasket .....	17.05	22.15	___
___	220106	Corrugated Wastebasket.....	N/A	N/A	___
___	N75057	Small Refrigerator .....	274.65	357.05	___
___	N75052	Black Table Lamp .....	119.25	155.05	___
___	N74082	File Cabinet/2 Drawer .....	170.45	221.60	___
___	N74081	File Cabinet/4 Drawer .....	234.60	305.00	___
___	10201484	Bulletin Board .....	149.25	194.05	___

**Special Drape**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	12103	Special Drape 3'H (per ft.) ...	12.25	15.95	___
___	12108	Special Drape 8'H (per ft.) ...	15.60	20.30	___

<b>TOTAL COST</b>		
___	+	___ = ___
Sub-Total	8.125% Tax	Total Cost

FREEMAN furnishing essentials

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
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**SEATING**  
Pages 1 & 2

<b>Lisbon Group - Black leather</b>					
___	8302	Sofa .....	597.20	776.35	_____
___	8303	Loveseat .....	538.15	699.60	_____
___	81011	Chair .....	400.30	520.40	_____
<b>Chairs</b>					
___	8102	Barcelona - black leather	656.25	853.15	_____
___	810816	Barcelona - white leather	N/A	N/A	_____
<b>Newport Group - Charcoal leather</b>					
___	8308	Loveseat .....	544.70	708.10	_____
___	8109	Armless Chair .....	308.45	401.00	_____
___	81010	Corner Chair .....	360.95	469.25	_____
<b>South Beach Group - Platinum suede</b>					
___	8301	Sofa .....	525.00	682.50	_____
___	8151	Ottoman .....	229.70	298.60	_____
<b>Key West Group - Black</b>					
___	8306	Sofa .....	472.50	614.25	_____
___	8307	Loveseat .....	426.55	554.50	_____

**Pages 3 & 4**

<b>Astro Group - Beige suede</b>					
___	83063	Sofa .....	N/A	N/A	_____
___	810809	Chair .....	N/A	N/A	_____
___	82052	Sydney Cocktail Table - black .....	N/A	N/A	_____
___	82054	Sydney End Table - black .....	N/A	N/A	_____
<b>Rio Group - Blue suede</b>					
___	8305	Sofa .....	485.65	631.35	_____
___	81014	Chair .....	350.45	455.60	_____
___	82022	Inspiration Table .....	255.95	332.75	_____
___	82023	Inspiration End Table .....	242.80	315.65	_____
<b>Marrakesh Group - Beige</b>					
___	83062	Sofa .....	N/A	N/A	_____
___	810808	Chair .....	N/A	N/A	_____
<b>Memphis Group - Black</b>					
___	83064	Sofa .....	N/A	N/A	_____
___	810812	Chair .....	N/A	N/A	_____
<b>Chairs</b>					
___	8101	T-Vac (translucent/chrome)	255.95	332.75	_____
___	810819	Globus Occasional-White	296.00	384.80	_____
<b>Ottomans</b>					
___	8154	Square (black leather) .....	262.50	341.25	_____
___	8152	Square (white leather) .....	262.50	341.25	_____
___	8155	Bench (black leather) .....	315.00	409.50	_____
___	8153	Bench (white leather) .....	315.00	409.50	_____
___	81513	Half Round (black leather)	328.15	426.60	_____
___	81514	Half Round (white leather)	328.15	426.60	_____
<b>Cubes</b>					
___	8157	Blueberry .....	91.90	119.45	_____
___	8159	Raspberry .....	91.90	119.45	_____
___	81510	Lemon .....	91.90	119.45	_____
___	81511	Natural .....	N/A	N/A	_____
___	81512	Black Leather .....	91.90	119.45	_____

**Pages 5 & 6**

<b>Chairs</b>					
___	8104	Cappucino Chair .....	262.50	341.25	_____
___	8105	Stage Chair (onyx) .....	150.95	196.25	_____
___	8106	Stage Chair (camel) .....	150.95	196.25	_____
___	8107	Stage Chair (beige) .....	150.95	196.25	_____
___	8108	Stage Chair (red) .....	150.95	196.25	_____
___	8103	Tub Chair (black) .....	328.15	426.60	_____
___	810810	Berlin Stack Chair (black/white) .....	N/A	N/A	_____
___	810811	Berlin Stack Chair (red/white) .....	N/A	N/A	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
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**SEATING (continued)**  
Pages 5 & 6

<b>Chairs (continued)</b>					
___	81017	Panton Chair (white) .....	157.50	204.75	_____
___	810814	ICE Side Chair (transparent) .....	N/A	N/A	_____
___	81090	New York Chair .....	154.90	201.35	_____
___	810707	ISO Mesh Pull-up Chair ....	249.40	324.20	_____
___	810110	Manhattan Chair (oyster)	182.45	237.20	_____

**Pages 7 & 8**

<b>Chairs (continued)</b>					
___	81018	Flex Chair w/ wheels .....	128.65	167.25	_____
___	81075	Tilt Executive Chair .....	255.95	332.75	_____
___	810807	Luxor Executive Chair .....	347.80	452.15	_____
___	81063	Altura Conf/Guest Chair ....	262.50	341.25	_____
___	81073	Altura Jr Exec Chair/mid bac	288.75	375.40	_____
___	810813	Otto Highback Chair .....	N/A	N/A	_____
___	810702	Jetson Chair (black) .....	154.90	201.35	_____

<b>Barstools &amp; Bar</b>					
___	810100	Ohio Barstool (gray) .....	143.05	185.95	_____
___	810101	Ohio Barstool (red) .....	143.05	185.95	_____
___	810102	Ohio Barstool (black) .....	143.05	185.95	_____
___	810103	Banana Barstool (white) ...	156.20	203.05	_____
___	810104	Banana Barstool (black) ...	156.20	203.05	_____
___	810815	ICE Barstool (transparent)	N/A	N/A	_____
___	810505	Gin Barstool (maple) .....	137.80	179.15	_____
___	810706	Jetson Barstool (black) ....	216.55	281.50	_____
___	810200	Oslo Barstool (blue) .....	196.90	255.95	_____
___	810201	Oslo Barstool (white) .....	196.90	255.95	_____
___	8501	Martini Bar .....	1,148.45	1,493.00	_____

**TABLES, LIGHTING & MORE**  
Pages 9 & 10

<b>Tables</b>					
___	82033	Manhattan Table 29"H .....	250.70	325.90	_____
___	82015	Silverado End Table 22" H	210.00	273.00	_____
___	82014	Silverado Table 17"H .....	223.15	290.10	_____
___	82041	Geo Conf Table (black) .....	354.40	460.70	_____
___	82051	Geo Conf Table (chrome)	354.40	460.70	_____
___	82025	Geo End Table (black) .....	190.30	247.40	_____
___	82035	Geo End Table (chrome) ..	190.30	247.40	_____
___	82024	Geo Coffee Table (black) .	210.00	273.00	_____
___	82034	Geo Coffee Table (chrome)	210.00	273.00	_____
___	82054	Sydney End Table (black)	N/A	N/A	_____
___	82055	Sydney End Table (white)	N/A	N/A	_____
___	82052	Sydney Cocktail Table (black) .....	N/A	N/A	_____
___	82053	Sydney Cocktail Table (white) .....	N/A	N/A	_____

<b>Miscellaneous</b>					
___	850604	Etagere (black) .....	259.90	337.85	_____
___	850605	Etagere (pewter) .....	259.90	337.85	_____
___	85078	Locking Door Pedestal .....	387.20	503.35	_____
___	8503001	Refrigerator 14 cu. ft. (white) .....	525.00	682.50	_____

<b>Lighting</b>					
___	850704	Floor Lamp 58"H (pewter) .	128.65	167.25	_____
___	850701	Lumalight Lamp (red) .....	262.50	341.25	_____
___	850702	Lumalight Lamp (white) ....	262.50	341.25	_____
___	850703	Lumalight Lamp (orange) ...	262.50	341.25	_____
___	850705	Parisian Lamp 28"H (pewter) .....	124.70	162.10	_____

**TOTAL COST**

Sub-Total	+	8.125% Tax	=	Total Cost
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# FREEMAN

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (210) 227-0341.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **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.

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

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

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

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

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

40 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.35	\$ 4.35	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.10	\$ 4.05	_____

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

- Baywater     Cardinal     Gray Pearl     Pine     Toast  
 Black     Charcoal     Navy     Raspberry     Wedgewood  
 Cabernet     Cream     Peach     Sea Breeze     White

28 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.90	\$ 3.75	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.45	\$ 3.20	_____

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

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.05	\$ 2.65

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

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 125.15	\$ 162.70	_____
_____	9' x 20' Classic Carpet .....	\$ 250.30	\$ 325.40	_____
_____	9' x 30' Classic Carpet .....	\$ 375.45	\$ 488.10	_____
_____	9' x 40' Classic Carpet .....	\$ 500.60	\$ 650.80	_____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ .65	\$ .85	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .45	\$ .60	_____
_____	Plastic Covering .....	\$ .40	\$ .50	_____

<b>TOTAL COST</b>		
_____	+ _____	= _____
Sub- Total	8.125% Tax	Total Cost

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

# F R E E M A N

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 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.30	.40	_____
_____	610200	Booth Vacuuming - 2 Days .....	.60	.80	_____
_____	610300	Booth Vacuuming - 3 Days .....	.90	1.15	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.63	.80	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	89.25	116.05	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	110.25	143.35	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	130.20	169.25	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.125 %Tax		Total Cost

# FREEMAN

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 San Antonio, TX 78219  
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DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

E-MAIL ADDRESS :

For Assistance please call (210) 227-0341 to speak with one of our experts.

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

**All Exhibits Include:** Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Classic Carpet with Nightly Vacuuming  
 2 Arm Lights (per 10' unit)

*To place your order, please check the appropriate box and complete the reverse side.*

	VERSION A	VERSION B	VERSION C
<b>SYSTEM 1 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 3,397.00  10x10 - Part# 1000 1,695.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 5,382.00  10x10 - Part# 1020 2,688.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 9,069.00  10x10 - Part# 1040 4,531.00
<b>SYSTEM 2 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 3,539.00  10x10 - Part# 2000 1,737.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 5,497.00  10x10 - Part# 2020 2,731.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 9,252.00  10x10 - Part# 2040 4,673.00
<b>SYSTEM 3 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 3,582.00  10x10 - Part# 3000 1,773.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 5,523.00  10x10 - Part# 3020 2,758.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 9,352.00  10x10 - Part# 3040 4,673.00
<b>SYSTEM 4 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 3,680.00  10x10 - Part# 4000 1,838.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 5,636.00  10x10 - Part# 4020 2,815.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 9,395.00  10x10 - Part# 4040 4,716.00

### CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit  
 \*Electrical power and labor to install lights must be ordered separately  
 \*Custom Graphics must be ordered separately

FREEMAN rental exhibits

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

### CHOOSE YOUR PANELS

#### VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

#### VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

### CARPET

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

- Black
- Blue
- Burgundy
- Gray
- Green
- Plum
- Red
- Teal
- Tuxedo

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

### LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

### QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

### HEADER IDENTIFICATION SIGN

#### VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other \_\_\_\_\_

#### Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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

Letter color desired: \_\_\_\_\_

Indicate exactly how you want your company name to appear:

**10' X 20' Rental Exhibits:** indicate copy of second header: (\*Only applies to units pictured with a second header\*)

#### VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

### CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

#### TOTAL COST

	+	=	
Sub-Total	8.125 % Tax		Total Cost

# F R E E M A N

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 San Antonio, TX 78219  
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DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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


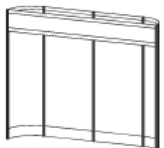
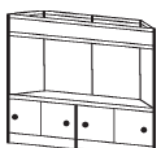
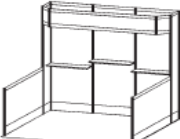
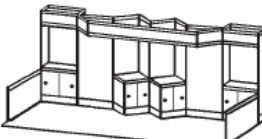
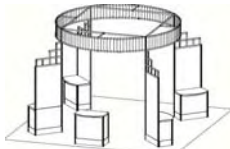
E-MAIL ADDRESS: \_\_\_\_\_

For Assistance please call (210) 227-0341 to speak with one of our experts.

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

**All Exhibits Include:** Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Classic Carpet with Nightly Vacuuming  
 2 Arm Lights (per 100 sq. ft.)

*To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.*

<b>PACKAGES</b>	<b>A. FREE STANDING COUNTER</b> Discount Price 1,881.00 Standard Price 2,445.30 <input type="checkbox"/> Part# 1710201 	<b>B. CURVED BACK WALL EXHIBIT</b> Discount Price 1,645.00 Standard Price 2,138.50 <input type="checkbox"/> Part# 1710300 	<b>C. BACK WALL COUNTER EXHIBIT</b> Discount Price 2,036.00 Standard Price 2,646.80 <input type="checkbox"/> Part# 1710400 
	<b>D. 3 SHELF 10' X 10' EXHIBIT</b> Discount Price 2,507.00 Standard Price 3,259.10 <input type="checkbox"/> Part# 1710500 	<b>E. 10' X 20' ANGLED EXHIBIT</b> Discount Price 5,014.00 Standard Price 6,518.20 <input type="checkbox"/> Part# 1710600 	<b>F. 20' X 20' ISLAND EXHIBIT</b> Discount Price 10,968.00 Standard Price 14,258.40 <input type="checkbox"/> Part# 1710800 

Orders received after the deadline date or without payment will be charged the Standard Rate and are subject to availability. Orders cancelled after production begins are subject to a 100% Cancellation Charge.

### CHOOSE YOUR PANEL

- BLUE FABRIC     GRAY FABRIC  
 BLACK FABRIC     WHITE HARDWALL  
 WHITE PERFBORD

### CARPET

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

- Black     Gray     Red  
 Blue     Green     Teal  
 Burgundy     Plum     Tuxedo

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

### LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

### HEADER IDENTIFICATION SIGN

Check the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM     ENVRD  
 EUROSTILE BOLD     HELVETICA BOLD  
 TIMES NEW ROMAN

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

Letter color desired: \_\_\_\_\_

Indicate exactly how you want your company name to appear:

### CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet  
 Custom Logo Header  
 Creating a Custom Exhibit

### TOTAL COST

Sub-Total	+	8.125 % Tax	=	Total Cost
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FREEMAN exhibit packages

# F R E E M A N

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

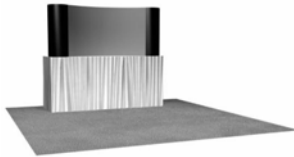
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	767.00	_____	_____
40"H x 8"W	889.00	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	802.60	_____	_____
40"H x 8"W	889.00	_____	_____

\*Shipping Not Included

### Rental Units Include:

Draped Table (select color below)  
 Classic Carpet 9' X 10' (select color below)  
 Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Nightly Vacuuming  
 1-200 Watt Halogen Light (Electrical service & labor not included)

### Purchase Units Include:

1-Case  
 One Time Installation & Dismantle

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

Fabric Panel Colors for All Units:  Black  Gray

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

Blaze Red  Blueberry  Emerald  Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:  Black  Blue  Burgundy

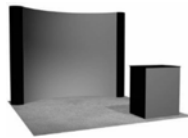
Green  Gray  Plum  Red  Teal  Tuxedo

### Table Drape:

Black  Blue  Burgundy  Dark Green  Gold

Gray  Plum  Red  Teal  White

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,257.00	_____	_____
8'H x 10'W	1,497.00	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	1,892.00	_____	_____
8'H x 10'W	2,222.00	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (select color below)  
 Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Nightly Vacuuming  
 1-Podium - 8'H X 10;W unit only  
 2-200 Watt Halogen Lights (Electrical service & labor not included)

### Purchase Units Include:

2-Cases  
 One Time Installation & Dismantle  
 1-Podium - 8'H X 10'W unit only

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

Fabric Panel Colors for All Units:  Black  Gray

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

Blaze Red  Blueberry  Emerald  Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:  Black  Blue  Burgundy

Green  Gray  Plum  Red  Teal  Tuxedo

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL		PURCHASE			
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	154.00	_____	_____	198.00	_____
1715801	1-200 Watt Halogen Light Kit	_____	81.00	_____	_____	145.00	_____
1715802	Straight Shelf	_____	62.00	_____	_____	101.00	_____
1715803	Angled Shelf	_____	62.00	_____	_____	101.00	_____

## QUICK TIPS

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

\* Order in advance to save time, money and ensure availability.

Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.

### PURCHASE UNITS TOTAL COST

Sub-Total	+	8.125% Tax	=	Total Cost
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### RENTAL UNITS TOTAL COST

Sub-Total	+	8.125% Tax	=	Total Cost
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# FREEMAN

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 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 21, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

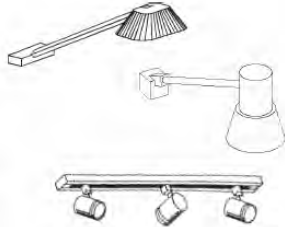
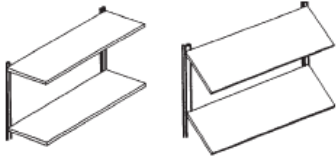
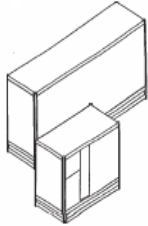
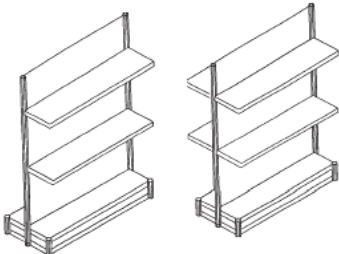

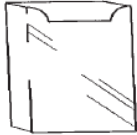
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	17251	Arm Light (200w) .....	115.00	149.50	_____
___	172514	4' Tracklight (3 lights)	175.00	227.50	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	485.70	631.40	_____
___	17306	1M x 1/2M x 42" High.....	548.15	712.60	_____
___	17308	2M x 1/2M x 36" High.....	783.45	1,018.50	_____
___	17309	2M x 1/2M x 42" High.....	846.00	1,099.80	_____
___	173010	1M Radius x 1/2M x 36" High.	861.40	1,119.80	_____
___	173011	1M Radius x 1/2M x 42" High..	861.40	1,119.80	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	22.20	28.85	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	282.30	367.00	_____
___	174542	Double Sided 1M x 4' High..	376.10	488.95	_____
___	174581	Single Sided 1M x 8' High...	N/A	N/A	_____
___	174582	Double Sided 1M x 8' High..	N/A	N/A	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	68.65	89.25	_____
___	17206	1M Angled (37" x 12") .....	68.65	89.25	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	23.80	30.95	_____

<b>TOTAL COST</b>					
_____	+	8.125% Tax	=	_____	Total Cost
Sub-Total					

Don't see what you need?  
 Please call an Exhibitor Sales Specialist at (210) 227-0341.

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

# F R E E M A N

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DISCOUNT PRICE  
 DEADLINE DATE  
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INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## GRAPHICS & SIGNS

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

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

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

### DIGITAL GRAPHICS

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

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

sq. ft. \_\_\_\_\_ \$ 14.75 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 22.15 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

#### Backing Material:

Foamcore  Masonite

PVC  Plexi

Gatorfoam  Other

Vertical Horizontal Use Your Judgment For Sign Layout

#### Special Instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	34.65	52.00 =	_____
7" x 22" @ _____	40.85	61.30 =	_____
7" x 44" @ _____	44.55	66.85 =	_____
9" x 44" @ _____	55.70	83.55 =	_____
11" x 14" @ _____	48.25	72.40 =	_____
14" x 22" @ _____	51.95	77.95 =	_____
14" x 44" @ _____	86.60	129.90 =	_____
22" x 28" @ _____	101.45	152.20 =	_____
28" x 44" @ _____	141.10	211.65 =	_____
20" x 60" @ _____	152.20	228.30 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

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

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

TOTAL COST		
Sub-Total	+	8.125 % Tax = Total Cost

# FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

## PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

## ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

## ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

## WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (210) 227-0341 for assistance.

## SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

### LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

### MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

### 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.

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

**DEADLINE DATE**  
**MAY 21, 2010**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

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

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 61.00	\$ 79.30
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
ALL DAY SATURDAY, SUNDAY & HOLIDAYS .....	\$ 91.50	\$ 118.95

- 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						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

**DISMANTLE LABOR**

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

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

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

**Exhibitor Supervised Labor (Supervisor 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						= \$ <b>(N/A)</b>

**FREEMAN installation & dismantle**

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

- Freeman Exhibit Transportation:**
  - Common Carrier
  - Air Freight       Next Day       2nd Day       Deferred       Expedited
- Other (list carrier name & phone number):**
  - Other Common Carrier: \_\_\_\_\_
  - Other Air Freight: \_\_\_\_\_
  - Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

Please return form to:

ASSOCIATED PROFESSIONAL SLEEP SOCIETIES, LLC  
1 Westbrook Corporate Center, Suite 920  
Westchester, IL 60154  
Attn: Kathy Lovato  
Phone: 708-492-0930 ext 9507 Fax: 708-273-9354

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

**DEADLINE DATE**  
**APRIL 30, 2010**

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 **SLEEP 2010 / JUNE 7-9, 2010** \_\_\_\_\_

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

ADDRESS \_\_\_\_\_  
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

PHONE# ( ) EXT. \_\_\_\_\_ FAX# ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

# FREEMAN

3323 IH-35 North Ste 120  
 San Antonio, Texas 78219  
 Ph: 210/227-0341 • Fax 469/621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

FREEMAN hanging sign labor

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

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

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

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

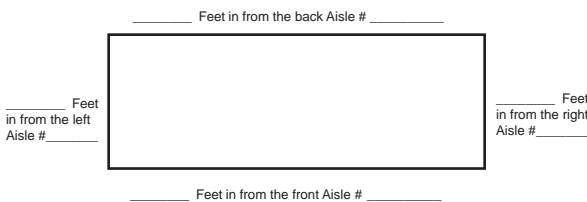
Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

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

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

### PLACEMENT DIAGRAM

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



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

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

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

#### Overtime

6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.

Monday through Friday,

ALL DAY SATURDAY, SUNDAY & HOLIDAYS

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

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

	Straight time	Overtime
Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)		
Advance Price	\$398.00	\$471.00
<b>Show Site Price</b>	\$517.00	\$612.00

Additional Crew	Assembly Labor (Per person / Per hour)	
Advance Price	\$71.00	\$106.50
<b>Show Site Price</b>	\$92.50	\$138.50

### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

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

Please indicate method of supervision you require for assembly/disassembly:

- \_\_\_\_\_ Freeman  
 \_\_\_\_\_ Exhibitor Personnel  
 \_\_\_\_\_ Display House

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

# F R E E M A N

3323 IH 35 North, Suite 120  
San Antonio, Texas 78219  
(210) 227-0341 • Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com

DEADLINE DATE  
MAY 21, 2010

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

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

---

\_\_\_\_\_, the contracted exhibitor at the **SLEEP 2010** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

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

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

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

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

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

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

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

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

**FREEMAN**

**RUSH**

**DO NOT DELAY**

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

C/O: **FREEMAN**  
**3323 IH 35 NORTH, SUITE 126**  
**SAN ANTONIO TX 78219**

**HANGING SIGNS**

EVENT: **SLEEP 2010**

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**FREEMAN**

**RUSH**

**DO NOT DELAY**

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

C/O: **FREEMAN**  
**3323 IH 35 NORTH, SUITE 126**  
**SAN ANTONIO TX 78219**

**HANGING SIGNS**

EVENT: **SLEEP 2010**

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

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.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 U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**SLEEP 2010**

C/O: FREEMAN

3323 IH 35 NORTH, STE 126

SAN ANTONIO, TX 78219

MUST BE DELIVERED BY MAY 31, 2010

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

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

**SLEEP 2010**

C/O: FREEMAN

HENRY B GONZALEZ CONVENTION CENTER

200 E MARKET ST

SAN ANTONIO, TX 78205

CANNOT BE DELIVERED BEFORE JUNE 05, 2010

### TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)

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

- Deferred: Delivery within 3 - 4 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

09/07

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

FAX THIS COMPLETED FORM TO:  
(817) 385-0983

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

SHOW #           (239465)          

FREEMAN exhibit transportation

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

# FREEMAN

3323 IH-35 North Ste 120  
 San Antonio, Texas 78219  
 Ph: 210/227-0341 • Fax 469/621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (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	200 lb. Minimum
-------------	---------------	-----------------

### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 61.80	123.60
Special Handling Shipment.....	\$ 80.35	160.70
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 58.05	116.10
Special Handling Shipment.....	\$ 75.45	150.90
Uncrated or Pad Wrapped Shipment.....	\$ 87.10	174.20
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Small Package .....	\$ 35.50	

\*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:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline .....	\$ 15.45	30.90
Show Site Shipment after Deadline .....	\$ 14.50	29.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 14.50	29.00
Special Handling Shipment.....	\$ 18.85	37.70
Uncrated or Pad Wrapped Shipment.....	\$ 21.80	43.60
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or skidded Shipment .....	\$ 14.50	29.00
Special Handling Shipment.....	\$ 18.85	37.70
Uncrated or Pad Wrapped Shipment.....	\$ 21.80	43.60

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

### Tips to Save on Material Handling

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

3 Separate Shipments  
 60 lbs. charged @ 200 lbs. \$123.60  
 52 lbs. charged @ 200 lbs. \$123.60  
 65 lbs. charged @ 200 lbs. \$123.60 = \$370.80

1 Consolidated Shipment  
 3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs = \$123.60

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

<b>8.125% Tax</b>	<b>N/A</b>
<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

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

## **What is Ground Loading/Unloading?**

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

## **What is Constricted Space Loading/Unloading?**

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

## **What is Designated Piece Loading/Unloading?**

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

## **What is Alternate Delivery Location?**

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

## **What are Mixed Shipments?**

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

## **What does it mean if I have "No Documentation"?**

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

## **What about carpet only shipments?**

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

## **What is the difference between Crated and Uncrated Shipments?**

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

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

**DEADLINE DATE**  
**MAY 21, 2010**

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

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

**FORKLIFT RIGGING EQUIPMENT AND LABOR**

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday  
 ALL DAY SATURDAY, SUNDAY & HOLIDAYS

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$102.50	\$133.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$136.50	\$177.45
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$112.50	\$146.25
3140101	Forklift w/operator - up to 10,000 lbs - OT.....	\$146.50	\$190.45
3140150	Forklift w/operator - up to 15,000 lbs - ST.....	\$118.00	\$153.40
3140151	Forklift w/operator - up to 15,000 lbs - OT.....	\$152.00	\$197.60
3140300	Forklift w/operator - up to 30,000 lbs - ST.....	\$138.50	\$180.05
3140301	Forklift w/operator - up to 30,000 lbs - OT.....	\$172.50	\$224.25
3090600	Man Cage for Forklift.....	\$ 25.00	
3090700	Boom for Forklift.....	\$ 25.00	
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 69.00	\$ 89.70
3020201	Rigger Foreman - OT.....	\$103.50	\$134.55
3020100	Rigger - ST.....	\$ 68.00	\$ 88.40
3020101	Rigger - OT.....	\$102.00	\$132.60
<b>MOBILE UNIT SPOTTING FEE</b>			
257024	Mobile Unit Spotting Fee (Each Way) .....	\$ 50.00	

**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	N/A
_____							<b>Total</b>	

**DISMANTLE**

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

**FREEMAN forklift / rigging labor**

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

*MUST DELIVER BY MAY 31, 2010*

*MUST DELIVER BY MAY 31, 2010*

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

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

**C/O: FREEMAN**  
**3323 IH 35 NORTH**  
**STE 126**  
**SAN ANTONIO, TX 78219**

**C/O: FREEMAN**  
**3323 IH 35 NORTH**  
**STE 126**  
**SAN ANTONIO, TX 78219**

**WAREHOUSE**

**WAREHOUSE**

EVENT: \_\_\_\_\_ *SLEEP 2010* \_\_\_\_\_

EVENT: \_\_\_\_\_ *SLEEP 2010* \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

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



# F R E E M A N

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com

OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

## SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

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

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

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

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

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

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

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

## METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

### FREEMAN EXHIBIT TRANSPORTATION

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

OTHER COMMON CARRIER \_\_\_\_\_

OTHER VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_

Next Day  2nd Day  Deferred

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

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

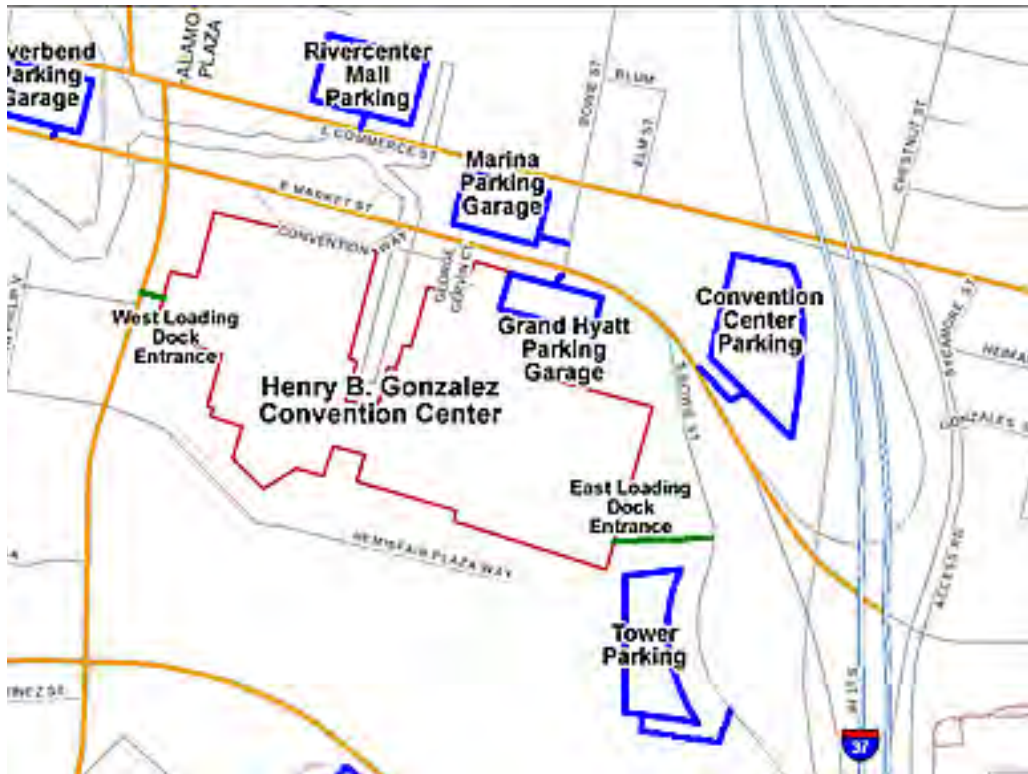
Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

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

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

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

# DELIVERY MAP



## GENERAL DIRECTIONS

### Directions To AB/Alamo Street Docks (West Dock)

1. IH-35 South to IH-37 South
2. IH-37 South to Durango street exit
3. Turn right on Durango street to Alamo street
4. Turn right on Alamo street approx. 2 blocks to Dock entrance on right

### Directions To CD/Bowie Street Docks (East Dock)

1. IH-35 South to IH-37 South
2. IH-37 South to Commerce street exit
3. Turn right on Commerce street (merge into the left lanes)
4. Turn left on Bowie street, cross Market street
5. Follow Bowie street across Market street, veer left and look for Dock entrance on right

### Directions To Marshalling Yard From HBGCC

1. IH-37 North to IH-35 North
2. IH-35 North to Splash Town exit
3. Marshalling Yard entrance ¼ mile on right, past Delux Inn

# F R E E M A N

3323 IH 35 North, Suite 120  
 San Antonio, TX 78219  
 Ph: 210-227-0341 • Fax: 469-621-5611  
 FreemanSanAntonioES@freemanco.com

**DISCOUNT DEADLINE**  
**MAY 21, 2010**

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

**FREEMAN electrical**

NAME OF SHOW: **SLEEP 2010 / JUNE 7-9, 2010** \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

**LABOR (Minimum Charge for Orders - 1 hour)**

**110/120 VOLT**

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	79.00	118.50 = \$	_____
1000 Watts (10 amps)	_____	_____	109.00	163.50 = \$	_____
1500 Watts (15 amps)	_____	_____	139.00	208.50 = \$	_____
2000 Watts (20 amps)	_____	_____	151.00	226.50 = \$	_____

Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All islands will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

**Straight Time.....\$ 75.00 per hour**  
 Monday - Friday, 8:00 am - 5:00 pm  
 (Excluding Holidays)

**Overtime.....\$150.00 per hour**  
 Monday - Friday, 5:00 pm - 8:00 am  
 All day Saturday, Sunday and Holidays

**208 VOLT SINGLE PHASE (Labor Required for Connection)**

15 Amps	_____	_____	146.00	219.00 = \$	_____
20 Amps	_____	_____	252.00	378.00 = \$	_____
30 Amps	_____	_____	301.00	451.50 = \$	_____
60 Amps	_____	_____	481.00	721.50 = \$	_____
100 Amps	_____	_____	720.00	1080.00 = \$	_____
200 Amps	_____	_____	918.00	1377.00 = \$	_____

**ADDITIONAL INFORMATION**

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- There will be an additional charge for materials required to complete your order.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**208 VOLT THREE PHASE (Labor Required for Connection)**

15 Amps	_____	_____	219.00	328.50 = \$	_____
20 Amps	_____	_____	328.00	492.00 = \$	_____
30 Amps	_____	_____	400.00	600.00 = \$	_____
60 Amps	_____	_____	663.00	994.50 = \$	_____
100 Amps	_____	_____	924.00	1386.00 = \$	_____
200 Amps	_____	_____	1122.00	1683.00 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$3.00 per Amp (20 Amp Min.)

Qty \_\_\_\_\_ Amps \_\_\_\_\_ = \$ \_\_\_\_\_

**LIGHTING (Price Includes Power & Labor for Installation)**

Single Light Stand	_____	_____	93.00	139.50 = \$	_____
Double Light stand	_____	_____	99.00	148.50 = \$	_____
Arm Light	_____	_____	111.00	166.50 = \$	_____

Extension cords and power strips are available for rent at the Show Service Desk.

**TOTAL COST**

<b>Outlet(s)</b>	\$ _____
<b>Lighting</b>	\$ _____
<b>8.125% Tax</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

## ELECTRICAL INSTRUCTIONS & CONDITIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

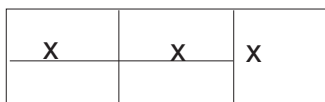
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

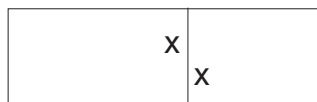
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

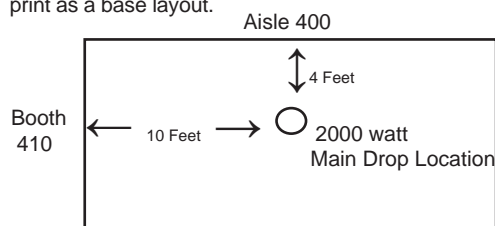


BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

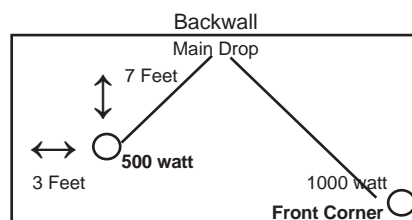
#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



10 X 20 Booth with multiple outlets  
Labor Required

Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

### OTHER:

1. Labor is required for any and all electrical work in an island. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
10. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
11. 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.

# FREEMAN

3323 IH-35 North • San Antonio, Texas 78219

Ph: 210/226-1376 • Fax: 210/226-7940

ATTN: Exhibitor Services

Job Number: 239465

EARLY ORDER  
DEADLINE DATE:  
MAY 21, 2010

## SLEEP 2010

NAME OF SHOW:

SHOW INFORMATION: **June 7-9, 2010 / Henry B Gonzalez Convention Center / San Antonio, TX**

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PRINT NAME:

SIGNATURE:

EMAIL:

PHONE: ( )

(EXT.):

FAX: ( )

ON-SITE CONTACT:

ON-SITE CONTACT CELL #: ( )

### METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF FREEMAN'S TERMS AND CONDITIONS.

**COMPANY CHECK**

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

**Please reference job # on your remittance.**

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit 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**    **DISCOVER**    **MASTERCARD**    **VISA**    **DINERS CLUB**

ACCOUNT NO.:

EXP. DATE:

CARDHOLDER NAME (PRINT):

SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

### THIRD PARTY AUTHORIZATION

**FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR:** We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on both sides of this form. 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 to the exhibiting company. All invoices are due and payable upon receipt, by either party.

EXHIBITOR NAME:

EXHIBITOR SIGNATURE:

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO.:

EXP. DATE:

CARDHOLDER NAME:

AUTHORIZED SIGNATURE:

PRINT NAME:

COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP:

PHONE: ( )

EXT:

FAX: ( )

E-MAIL:

FREEMAN accent and intelligent lighting

NAME OF SHOW:

**SLEEP 2010**

COMPANY NAME:

BOOTH#:

**Please Note: Show management must approve all truss lighting orders before they are finalized with Freeman. Please submit booth diagrams and sign measurements with your order.**

**LIGHTING EQUIPMENT**

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
<b>ETC SOURCE 4 LEKO LIGHTS &amp; ACCESSORIES</b>				
<b>Leko lights are used from general overhead lighting to focusing on specific items on the exhibit floor or over head signs. They are also used with gobos to have logos as a backdrop as well.</b>				
ETC Source 4 Leko Light Body w / Lens		@ \$ 80.00	@ \$ 105.00	\$
ETC Source 4 Zoom Lens (25-50, 15-30 degrees)		@ \$ 90.00	@ \$ 110.00	\$
<b>PARS, FRESNEL AND ACCENT LIGHTING</b>				
<b>Pars can be used for accent lighting with colored gel as overhead lighting or uplighting from the floor.</b>				
ETC Source 4 Par - Circle one ( Narrow, Medium, Wide Lens)		@ \$ 50.00	@ \$ 65.00	\$
MR-16 Mini Pars		@ \$ 15.00	@ \$ 20.00	\$
Strand 6" 1kw Theater Fresnel		@ \$ 75.00	@ \$ 97.50	\$
Strand 8" 2kw Theater Fresnel		@ \$ 100.00	@ \$ 130.00	\$
<b>LED FIXTURES</b>				
<b>Think Green!!! Save energy by using our low power consuming LED lights! These are a great tool for accent lighting and produce a nice subtle glow to your booth, whether you need green, yellow, red, blue or all of these colors. Contact your Freeman Rep for pictures and ideas regarding LED lights.</b>				
Color Kenetics - Color Blast 6		@ \$ 75.00	@ \$ 97.50	\$
Color Kenetics - Color Blaze-48, LED Strip Light		@ \$ 250.00	@ \$ 325.00	\$
Color Kenetics - Color Blaze-72, LED Strip Light		@ \$ 350.00	@ \$ 455.00	\$
Chroma Q CB-4 LED (power included)		@ \$ 100.00	@ \$ 130.00	\$
Chroma Q Color Split		@ \$ 125.00	@ \$ 162.50	\$
<b>PRE - PACKAGED SYSTEMS - INCLUDES FIXTURES, CABLES AND CONTROLLERS</b>				
<b>Pre-package systems are designed for exhibitors whose requirements exceed the capabilities of the basic lighting package systems of 2 – 6 lights. When combined with the appropriate rigging package, these systems offer an economical approach to high-end exhibit lighting. Please call Freeman AV for further assistance.</b>				
P-1 12 Instrument Leko/Par Fixture, 12 Ch Dimmer/Controller		@ \$	1200.00	\$
P-2 24 Instrument Leko/Par Fixture, 24 Ch Dimmer/Controller		@ \$	2000.00	\$
P-3 36 Instrument Leko/Par Fixture, 36 Ch Dimmer/Controller		@ \$	3000.00	\$
<b>INTELLIGENT LIGHTING PACKAGES - INCLUDES FIXTURES, 1-LCD CONTROLLER &amp; 1 POWER DISTRO</b>				
<b>Intelligent lights are automated, moving lights with color and gobo changing capabilities, often used to project logos. These fixtures are used to create subtle special effects or serve as high energy, attention getters. Packages include the fixtures, cables and controller.</b>				
2 - Intelligent Light Package - Studio Spot / Studio Color		@ \$	1000.00	\$
6 - Intelligent Light Package - Studio Spot / Studio Color		@ \$	2400.00	\$
12 - Intelligent Light Package - Studio Spot / Studio Color		@ \$	4750.00	\$
<b>SPECIALTY INTELLIGENT LIGHTING</b>				
Martin Mac2K Performance		@ \$ 450.00	@ \$ 585.00	\$
Martin Mac2K Wash		@ \$ 400.00	@ \$ 520.00	\$
<b>TRUSS - AVIALABLE IN 2', 4', 5', 8' &amp; 10' SECTIONS-CALL FOR ASSISTANCE IN ESTIMATING NEEDS</b>				
Silver Truss - Per Foot Charge		@ \$ 15.00	@ \$ 19.50	\$
Black Truss - Per Foot Charge		@ \$ 18.00	@ \$ 25.00	\$
6-Way Corner Block		@ \$ 75.00	@ \$ 97.50	\$
6-Way Corner Block - Black		@ \$ 80.00	@ \$ 104.00	\$
<b>RIGGING EQUIPMENT</b>				
1-Ton Chain Motors		@ \$ 275.00	@ \$ 357.50	\$
1/2-Ton Chain Motors		@ \$ 275.00	@ \$ 357.50	\$

**FREEMAN accent and intelligent lighting**

NAME OF SHOW:

**SLEEP 2010**

COMPANY NAME:

BOOTH#:

**LIGHTING CONTROL & DIMMING**

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
<b>DIMMERS</b>				
6 Channel Dimmer Pack		@ \$ 150.00	@ \$ 195.00	\$
12 Channel Dimmer Pack		@ \$ 225.00	@ \$ 292.50	\$
24 Channel Dimmer Pack		@ \$ 400.00	@ \$ 450.00	\$
48 Channel Dimmer Pack		@ \$ 750.00	@ \$ 810.00	\$
<b>CONVENTIONAL CONTROL CONSOLES</b>				
12 Channel Console		@ \$ 75.00	@ \$ 97.50	\$
24 Channel Console		@ \$ 125.00	@ \$ 162.50	\$
48 Channel Console		@ \$ 200.00	@ \$ 260.00	\$
<b>Freeman has additional consoles and dimmer packages available. Contact a Freeman Representative to inquire about your needs.</b>				
<b>QUOTED ADDITIONAL EQUIPMENT NOT LISTED ON ORDER FORM</b>				
		@ \$	@ \$	\$
		@ \$	@ \$	\$

Please include a booth diagram with your order to begin the planning stages of your booth. You will receive a quote including labor, diagrams and placement of the lights.

Freeman AV offers a variety of Lighting Services to include pre-packaged and custom exhibit lighting systems. Our design staff is available to assist in creating a lighting package which best suits your needs.

Lighting packages and custom lighting systems do not include labor, truss or electric service fees. Some lighting systems may require additional rigging support equipment and labor.

**CALCULATING YOUR ORDER**

Equipment Subtotal .....	=	\$ _____
Prep Charge <b>Includes delivery and shipping of equipment:</b>		
8% of equipment .....	=	\$ _____
Hourly Labor Rates: (4 hour minimum)		
\$45.00/hr Straight Time (Between 8:00 am - 5:00 pm, Mon. - Fri.)		
\$67.50/hr Over Time (Between 5:00 pm - 8:00 am, Mon. - Fri., all day Sat./Sun.)		
Add calculated Local Tax: <b>8.125%</b> .....	=	\$ _____
<b>Total Charges</b> .....	=	\$ _____

**QUICK TIPS**

- Equipment rentals are based on SHOW RATES. Single day rentals are available.
- Orders confirmed before the deadline will receive the early order show rate.
- A representative must be in your booth to sign for delivery of the equipment.
- All payments must be made in advance in U.S. Funds.
- Electrical and Rigging Services are not included in equipment pricing.
- For equipment not listed or assistance in completing your order, please contact an Exhibitor Services Representative at 1-210-226-1376.
- Items ordered after deadline date are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.

**FREEMAN accent and intelligent lighting**

## PAYMENT AND LABOR TERMS & CONDITIONS

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

### DEFINITIONS

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

### PAYMENT TERMS

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

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

# 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 OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

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

## PAYMENT TERMS

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

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

## 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 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 MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN.

**1. DEFINITIONS.** For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

**2. PACKAGING AND CRATES.** 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 materials. In addition, 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 fork-lift and similar means.

**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
- 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 SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of security services from Facility or Show Management.

**5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements 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.

**6. 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 materials.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, 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.

**8. FREEMAN'S RESPONSIBILITIES.** FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, 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 materials.

**9. INSURANCE.** It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

**10. 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the 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, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

(b) **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FREEMAN'S liability shall be limited to any loss or damage which results solely from FREEMAN'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. 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, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

**11. 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.

**12. JURISDICTION / 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 OR RELATING TO 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 Contract, or the breach thereof, shall be 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.

**13. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and 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:

- EXHIBITOR'S negligent supervision of any labor secured through FREEMAN, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- 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 exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**14. 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.

**15. SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

# 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. 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 signing page one of this document or electronic acknowledgment of 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 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, 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 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. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

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

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of 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 in these instructions to receive notice.

(b) Storage charges, based on Freeman's tariff, 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 THE 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;

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

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

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, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 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 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 Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 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 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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 OR RELATING TO 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 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

## 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. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

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

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

(b) Storage charges, based on Freeman's tariff, 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 fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

**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.

# FREEMAN

3323 IH-35 North • San Antonio, Texas 78219

Ph: 210/226-1376 • Fax: 210/226-7940

ATTN: Exhibitor Services

Job Number: 239465

EARLY ORDER  
DEADLINE DATE:  
MAY 21, 2010

FREEMAN audio visual & computers

NAME OF SHOW:

**SLEEP 2010**

SHOW INFORMATION:

**June 7-9, 2010 / Henry B Gonzalez Convention Center / San Antonio, TX**

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PRINT NAME:

SIGNATURE:

EMAIL:

PHONE: ( )

(EXT.):

FAX: ( )

ON-SITE CONTACT:

ON-SITE CONTACT CELL #: ( )

## METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF FREEMAN'S TERMS AND CONDITIONS.

**COMPANY CHECK**

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

**Please reference job # on your remittance.**

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit 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**    **DISCOVER**    **MASTERCARD**    **VISA**    **DINERS CLUB**

ACCOUNT NO.:

EXP. DATE:

CARDHOLDER NAME (PRINT):

SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

## THIRD PARTY AUTHORIZATION

**FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR:** We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on both sides of this form. 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 to the exhibiting company. All invoices are due and payable upon receipt, by either party.

EXHIBITOR NAME:

EXHIBITOR SIGNATURE:

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO.:

EXP. DATE:

CARDHOLDER NAME:

AUTHORIZED SIGNATURE:

PRINT NAME:

COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP:

PHONE: ( )

EXT:

FAX: ( )

E-MAIL:

NAME OF SHOW:

**SLEEP 2010**

COMPANY NAME:

BOOTH#:

**AUDIO/VIDEO EQUIPMENT**

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
<b>FLAT SCREEN DISPLAYS AND ACCESSORIES</b>				
17" LCD Flat Screen w/Wall Mount, Data Only Aspect Ratio 4:3		@ \$ 195.00	@ \$ 253.50	\$
20" LCD Flat Screen w/Wall Mount, Data Only Aspect Ratio 4:3		@ \$ 285.00	@ \$ 370.50	\$
20" LCD Flat Screen w/Wall Mount, Video Only Aspect Ratio 4:3		@ \$ 285.00	@ \$ 370.50	\$
24" LCD Flat Screen w/Wall Mount, 1080P Aspect Ratio 16:9, High Definition		@ \$ 375.00	@ \$ 487.50	\$
32" LCD Flat Screen w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 675.00	@ \$ 877.50	\$
37" LCD Flat Screen w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 825.00	@ \$1072.50	\$
42" Plasma Monitor w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 885.00	@ \$1150.50	\$
46" LCD Flat Screen w/Wall Mount, 1080P • Aspect Ratio 16:9, High Definition		@ \$ 1485.00	@ \$1930.50	\$
50" Plasma Monitor w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$1185.00	@ \$1540.50	\$
61" Plasma Monitor w/Wall Mount Aspect Ratio 16:9, High Definition		@ \$ 2295.00	@ \$2983.50	\$
65" Plasma Monitor w/Wall Mount, 1080P • Aspect Ratio 16:9, High Definition		@ \$ 4500.00	@ \$5850.00	\$
<b><i>Flat screen display will be used in the following configuration [choose one]</i></b>		<b>table top wall mount • (see note below) floor stand (see pricing below)</b>		
Single Post Stand, For Use With 17", 20", and 24" Flat Screen Monitors Only		@ \$ 150.00	@ \$ 195.00	\$
Dual Post Plasma Stand, For Use with 32" and Larger Monitors		@ \$ 225.00	@ \$ 292.50	\$
<b>•NOTE: No Charge for Speakers on designated (•) Flat Screen Monitors.</b>				
<b>Wall or truss mounted Flat Screen Monitors may require additional labor.</b>				
<b>VIDEO PLAYERS RECORDERS</b>				
DVD Player (Consumer Grade)		@ \$ 150.00	@ \$ 195.00	\$
<b>AUDIO EQUIPMENT</b>				
Small High Performance P.A. System (2 Sm. Speakers, 1 mixer/amp)		@ \$ 465.00	@ \$ 604.50	\$
Wired Microphone (handheld)		@ \$ 75.00	@ \$ 97.50	\$
Wired Microphone (headset)		@ \$ 105.00	@ \$ 136.50	\$
Wireless Microphone (hand or headset)		@ \$ 390.00	@ \$ 507.00	\$
Anchor AN1000 Powered Speaker w/Stand		@ \$ 75.00	@ \$ 97.50	\$
<b>PROJECTION EQUIPMENT - PROJECTORS AND SCREENS</b>				
Freeman offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.				

**FREEMAN audio visual & computers**

NAME OF SHOW:

# SLEEP 2010

COMPANY NAME:

BOOTH#:

## COMPUTER EQUIPMENT

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
<b>COMPUTERS AND ACCESSORIES</b>				
Desktop Computer w/monitor		@ \$ 350.00	@ \$ 455.00	\$
Laptop - PIV 2GHz/512MB RAM/DVD/Win XP		@ \$ 395.00	@ \$ 513.50	\$
Computer Speakers		@ \$ 30.00	@ \$ 39.00	\$
Wireless Presentation Mouse		@ \$ 40.00	@ \$ 52.00	\$
Keyboard/Mouse Set		@ \$ 50.00	@ \$ 65.00	\$
HP Laser Printer 40PPM		@ \$ 195.00	@ \$ 253.50	\$
<b>NOTE: All computers include Microsoft Office. Additional models, speeds, and configurations are available, customized to your needs.</b>				
<b>ADDITIONAL EQUIPMENT NOT LISTED</b>				
<b>Please call 1-210-226-1376 to inquire about specialty audio visual equipment and services not listed such as model specific equipment, computers, truss, motors, lighting and large format video solutions.</b>				
<b>QUOTED ADDITIONAL EQUIPMENT NOT LISTED ON ORDER FORM</b>				
		@ \$	@ \$	\$
		@ \$	@ \$	\$
		@ \$	@ \$	\$

## CALCULATING YOUR ORDER

Equipment Subtotal ..... = \$ \_\_\_\_\_

Handling Charge **Includes delivery, set up, and dismantle:**

23% of equipment subtotal for **orders \$3000 and under** (\$75.00 minimum)..... = \$ \_\_\_\_\_

**\*\*For orders exceeding \$3000, please contact Exhibitor Services at 210-226-1376 for a labor quote based on the hourly rates listed below.**

Hourly Labor Rates:

\$45.00/hr Straight Time (Between 8:00 am - 5:00 pm, Mon. - Fri.)

\$67.50/hr Over Time (Between 5:00 pm - 8:00 am, Mon. - Fri., all day Sat./Sun.)

**Additional labor required for wall or truss mounted Flat Screen Monitors (if applicable)**

Add calculated Local Tax: **\_8.125\_ %**..... = \$ \_\_\_\_\_

**Total Charges** ..... = \$ \_\_\_\_\_

## QUICK TIPS

- Equipment rentals are based on SHOW RATES. Single day rentals are available.
- Orders confirmed before the deadline will receive the early order show rate.
- A representative must be in your booth to sign for delivery of the equipment.
- All payments must be made in advance in U.S. Funds.
- Electrical Services are not included in equipment pricing.
- For equipment not listed or assistance in completing your order, please contact an Exhibitor Services Representative at 1-210-226-1376.
- Items ordered after deadline date are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.

FREEMAN audio visual & computers

## PAYMENT AND LABOR TERMS & CONDITIONS

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

### DEFINITIONS

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

### PAYMENT TERMS

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

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



# EXHIBIT BOOTH SECURITY ORDER FORM

**SAN ANTONIO POLICE DEPARTMENT**

**OFF-DUTY EMPLOYMENT UNIT - CDD**

**600 HEMISFAIR PLAZA 277 BOX 7, SAN ANTONIO, TEXAS 78205**

**Office ( 210 ) 207-7020 Fax ( 210 ) 207-3314 E-Mail: SAPDODEU@SanAntonio.GOV**

Event and exhibit booth security in City facilities are provided exclusively through the San Antonio Police Dept. The current rate for an off-duty San Antonio Police Officer is \$41.20 for the first hour, \$34.20 for subsequent hours (three-hour min.). Rate increases generally occur in October of each year. This is a flat rate regardless of the time (rates may increase due to seasonal events). There is no charge for coordination and scheduling by the Off-Duty Employment Unit.

**The City of San Antonio observes a pre-payment policy.**

**The security invoice must be satisfied prior to the event. Payment must be made in the form of money order or cashiers check only.**

**If you wish to order Exhibit Booth Security, Please complete the following, and fax to our Office**

**Exhibiting Company Name:** \_\_\_\_\_

**Exhibiting Company Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone # :** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**On-Site Contact Person:** \_\_\_\_\_

**Booth Number (s) & location in building (IE Booth 101 Exhibit Hall A):** \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Start Date & Time \_\_\_\_\_ Stop Date & Time \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **THE BEST WAY TO MANAGE YOUR SALES LEADS AT SLEEP 2010**

Dear Exhibitor,

**LeadKey** is our new web-based Sales Lead Management System and is available now for rental at this year's Show. Small, light-weight, and easy-to-use, **LeadKey** will provide you with a complete record of every prospective customer who visits your booth. And, electrical service in your booth is NOT required. On site, your leads are uploaded to our secure lead portal with 24/7 password protected access, from any internet connected computer.



### **LeadKey:**

- Compact Size; Light-Weight w/attached lanyard*
- Virtually instant Barcode acquisition*
- No need for electricity in the booth*
- Long lasting battery can scan over 1,000 leads*
- Stores over 10,000 leads!*
- Quick upload of leads from our service desk*
- Audible and LED confirmation of scan*
- Every Lead is date and time stamped*

### **Lead Portal:**

- Secure online access to your leads*
- Intuitive User Interface*
- Sort leads on any column*
- Create multiple filters*
- Export to Excel or CSV*
- Includes Sales Lead Qualifiers*

### **How Does it Work?**

To record a sales lead, you simply scan the 1D barcode which is printed right on the face of the inquiring attendee's badge. Then, select our standard or your own custom sales lead qualifiers. You may also use our KeyNotes pad to match up your additional notes to the Portal by scanning the pad's bar coded page number.

At the close of each exhibit day, OR, at the end of the Show, return your **LeadKey** to our Service Desk in the registration lobby. We will quickly upload your scanned attendee and qualifier data to your own password protected Internet portal. You can then view, manage and export all your sales lead data anytime, anywhere from an internet connected computer.

### **How Do I Order?**

Your **LeadKey** can be reserved in advance by completing the attached Order Form and returning it to Expo Logic with payment. Pick up your **LeadKey(s)** at Sales Lead Services, located next to Exhibitor Registration. Expo Logic staff will be on hand continuously during the Show to demonstrate and service the System. Please advise if intended usage is other than sales lead retrieval in your booth during standard exhibit hours. All Orders are confirmed by fax or email.

**LeadKey** is such a convenient way to collect and manage sales leads, take advantage of our multi-unit discount pricing and order a Badge Reader now for each member of your Booth Team! If you have ordered a Badge Reader previously, you may order additional Readers at the discounted price.





You may also order your **LeadKey** online at [www.myexpoleads.com](http://www.myexpoleads.com). Click the 'Order Now' tab, and then enter your Show Code: **sleep10**

For more information please contact Teresa Reinmiller: T: 484/625-4312 or [treinmiller@expologic.com](mailto:treinmiller@expologic.com)



**EXPO LOGIC**  
 Exposition Solutions Made Simple  
 820 Park Way, Broomall, PA 19008  
 PH (610) 328-3221 FX (866) 266-5077

**LeadKey**  
**ORDER FORM**  
**SLEEP 2010**

Description		Rates	Qty	Total
 <p><b>LeadKey</b>            Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Lead Portal. Includes <u>standard</u> sales lead qualifiers via a separate scan sheet + a <i>KeyNotes pad</i>.</p> <p>Exhibitors can view, manage, and export their sales lead data anywhere from any internet connected computer.</p> <p><i>Special Note: To order multiple units, please fax (866-266-5077) or mail your Order Form with payment to above address rather than order online. Or, call 610/328-3221 for assistance.</i></p>		<b>On or Before 5/20/10</b> \$265.00 for the <u>first</u> Reader; \$135.00/ <u>additnl</u> Reader <hr/> <b>After:</b> \$325.00 for the <u>first</u> Reader; \$165.00/ <u>additnl</u> Reader.	_____	\$ _____
 <p><b>Qualifiers</b>  <b>Custom Sales Lead Qualifiers</b> via a separate scan sheet. Submit list of desired Qualifiers with your order. Maximum of 30 Custom Qualifiers - Limit of 50 Characters/Qualifier.</p>		\$95.00/Set <b>Advance Order Only</b> <u>By 5/20/10</u>	_____	
 <p><b>Delivery</b>            Our staff will deliver the Badge Reader(s) to your booth and instruct your staff during show set-up. Call Teresa Reinmiller (484/625-4312) to schedule an appointment for delivery during show set-up. <b>Service for in-booth use only.</b></p>		\$75.00/Exhibitor <b>Advance Order Only</b> <u>By: 5/20/10</u>	_____	\$ _____
 <p><b>Insurance</b>            Protection from lost, stolen or damaged equipment. Please see full details by visiting <a href="http://www.myexpoleads.com/insurance">www.myexpoleads.com/insurance</a>.</p>		\$45.00/Reader	_____	\$ _____

**Contact Information**

<b>Company</b>		<b>Key Contact</b>	
_____		_____	
<b>Street Address</b>			
_____			
<b>City</b>	<b>State</b>	<b>Zip</b>	
_____	_____	_____	
<b>Phone</b>		<b>Fax</b>	
_____		_____	
<b>Email</b>			
_____			
<b>Cell Phone Number (for onsite contact)</b>			<b>Booth Number</b>
_____			_____

**Payment Information**

<b>Credit Card</b>		<b>Check</b>	
<input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master Card		Check Number:	<b>Total Amount Due:</b>
_____		_____	_____
<b>Credit Card Number</b>			<b>Expiration Date</b>
_____	_____	_____	_____
<b>Name as it appears on card</b>		<b>Signature</b>	
_____		_____	

**TERMS: It is understood the above named Company is responsible for the pick-up; proper use, safeguarding, and prompt return of the Badge Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if above Badge Reader(s) are found to be improperly used. Replacement charge is \$500.00/Badge Reader. Your credit card imprint will be required on-site if rental payment is made by check or cash. Badge Readers must be picked up at Sales Lead Services adjacent to Exhibitor Registration, if you did not order 'Delivery & Pick-up'. They must be returned within one-half hour after the close of the Show; if our Staff has to pick up your Badge Reader you will be charged \$75.00. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. Cancellation Policy/Charge: Up to 2 weeks before show opening date - \$50.00/Order.**



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911 • 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name: <b>SLEEP 2010</b>
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: <b>06 / 05 / 10 To 06 / 09 / 10</b>
Billing Address		Incentive Order Deadline: <b>05 / 20 / 10</b>	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important! Important!** Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: (10 / 100 Base - T)</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,100	\$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 900	\$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
<b>2. Internet – Networking Services: Equipment</b>					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW8		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service – Dial "9" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "9" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only ) upon request	CC / TLD				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x (number of lines)</b>		
			<b>SUBTOTAL</b>		
<b>Unused portions of deposits returned with final billing.</b>			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2010 - 017 - 622 -</b>
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ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

## Terms and Conditions / Payment Options

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. <b>Smart City is the exclusive provider and installer of all Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.</li> <li>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies or individuals.</b></li> <li>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</li> <li>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></li> <li>5. <b>Internet / Network</b> – 10 / 100 Mbps, full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</li> <li>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any</b> of our <b>shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</li> <li>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</li> <li>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</li> <li>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</li> <li>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</li> </ol> | <ol style="list-style-type: none"> <li>11. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</li> <li>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</li> <li>13. <b>CANCELLATION</b> – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</li> <li>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</li> <li>15. <b>Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</b></li> <li>16. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</li> <li>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></li> <li>18. <b>NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</b></li> <li>19. <b>All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</b></li> <li>20. <b>Long Distance (International Calls) and Line Restrictions:</b> (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</li> <li>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</li> <li>22. Prices are based upon current rates and are subject to change without notice.</li> </ol> |
|--|--|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<ol style="list-style-type: none"> <li>23. <b>A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></li> <li>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: <b>Smart City.</b></li> <li>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</li> </ol>	<b>Mail or Fax Completed Orders with Payment and Floor Plan To</b> SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001
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### Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2010 - 017 - 622 -</b>	

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: Henry B Gonzalez CC (017) - Tx

Show: SLEEP 2010

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2010 - 017 - 622 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx

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

Show: SLEEP 2010

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2010 - 017 - 622 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.





**4723 Emden Hollow**  
**San Antonio, TX 78247**  
**Phone: 210-637-7229**  
**Fax: 210-637-7243**  
 email: [info@conventionfoliage.com](mailto:info@conventionfoliage.com)

# SLEEP 2010

Henry B Gonzalez Convention Center  
 San Antonio, Texas  
**June 7-9, 2010**

**DEADLINE DATE: May 21, 2010**

(Pay showsite price if ordering after deadline or at showsite)

<b>FLOWERING &amp; GREEN PLANTS (Rental)</b>	<b>DISCOUNT PRICE</b>	<b>SHOWSITE PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
Mum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$20.00	\$25.00		
Kalanchoe <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Orange <input type="checkbox"/> Yellow	\$20.00	\$25.00		
Azalea <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White	\$35.00	\$40.00		
Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Orange	\$35.00	\$40.00		
<input type="checkbox"/> Fern <input type="checkbox"/> Ivy Large	\$35.00	\$40.00		
<input type="checkbox"/> Fern <input type="checkbox"/> Ivy Small	\$20.00	\$25.00		
2-3 ft. Green Plant	\$40.00	\$45.00		
4 ft. Green Plant	\$50.00	\$55.00		
5 ft. Green Plant	\$60.00	\$65.00		
6 ft. Green Plant	\$70.00	\$75.00		
7 ft. Green Plant	\$85.00	\$90.00		
8 ft. Green Plant or taller	\$15.00 ft.	\$16.00 ft.		
Container Selection: <input type="checkbox"/> Black <input type="checkbox"/> White	FREE	FREE		
<b>FLORAL SERVICES</b>	<b>DISCOUNT PRICE</b>	<b>SHOWSITE PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
12" high Seasonal Vase Arrangement	\$50.00	\$55.00		
18" high Seasonal Vase Arrangement	\$70.00	\$75.00		
18" high Tropical Vase Arrangement	\$60.00	\$65.00		
24" high Tropical Vase Arrangement	\$80.00	\$85.00		
Bud Vase / Boutonniere / Corsage	Quoted	Quoted		
Glass Fishbowl for business cards (purchase)	\$25.00	\$30.00		
Color Preference?				
Special Request?				

**DESIGNER SERVICE:**

Meet us at our booth for consultation. Date \_\_\_\_\_ Time \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

Subtotal	
<b>Add 8.125% Sales Tax</b>	
Delivery Fee	\$5.00
<b>TOTAL</b>	

**PAYMENT AND CANCELLATION POLICY:** Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

**RENTAL POLICY:** Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 (Street) (City) (State) (Zipcode)  
 ORDERED BY \_\_\_\_\_ PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)  
 Visa  MC  AmEx  Discover CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Print Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

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**SAN ANTONIO FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204**

**Revised June 26, 2008**

**Fire Regulations for Assembly Occupancies**

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

**Seating and Booth Arrangements:**

1. A floor plan of the layout for public events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 21 days prior to the event.
2. All seating arrangements for events will be in accordance with NFPA 101, Life Safety Code, and 2006 International Fire Code, and approved by the Fire Marshal. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

**Booth Construction, Decorations, and Stage Scenery:**

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

**Exits and Exit access and discharge:**

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain, drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.

15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times. (2006 IFC, Section 1006)

**Open Flames, Compressed Gases, Explosives and Lasers:**

16. The following items may not be used without prior approval of the Fire Marshal.
- A. Use, display or storage of LPG (Propane or Butane) (200 lb storage limit)
  - B. Flammable Liquids of Gas
  - C. Barbeque Grills
  - D. Straw, sawdust, or wood shavings
  - E. Welding or cutting equipment for demonstration purposes
  - F. Gas fired appliances for demonstrations or cooking purposes
  - G. Salamander stoves for demonstrations or cooking purposes
  - H. Lit candles and lanterns for demonstration purposes
  - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
  - J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
  - K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

**Cooking and Cooking Appliances:**

18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. Small 2 ½ - gallon deep-fat fryers are also allowed.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

**Electrical Equipment:**

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

**Vehicles:**

23. The following are requirements for displaying vehicles and fuel powered engines. (2006 IFC, sect. 314.4)  
**This includes all vehicles (e.g.: cars, trucks, semi's, recreational vehicles, boats, motorcycles, atv's, jet ski's, etc).**
- A. Not more than ¼ tank or five (5) gallons, whichever is less.
  - B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
  - C. Battery cables must be disconnected from the ignition system.
  - D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
  - E. A floor plan of the display area must be submitted at least 21 days prior to move-in for the Fire Marshal's approved.
  - F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
  - G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

**Tents (over 200 Sq. Ft.) and Canopies (over 400 Sq. Ft.) require a Permit:** (2006 IFC, sect. 2403.2)

26. All temporary installation of tents, awnings, canopies and other membrane structures requires prior approval by the Fire Marshal.
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 21 days prior to event for approval.

**Hazardous Materials:**

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

**General Regulations:**

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "**NO SMOKING**" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2006 IFC, sect. 901.6)
37. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2006 IFC, sect. 1004.3)
38. In accordance with the 2006 International Fire Code (Section 403.1) "When, in the opinion of the Chief, it is essential for in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted."

**NOTICE:**

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

# GROUP BLOCK REQUEST APPLICATION

(For Group Blocks of 10 or More Rooms Only)

SLEEP 2010 24<sup>TH</sup> ANNUAL MEETING OF THE ASSOCIATED PROFESSIONAL SLEEP SOCIETIES, LLC

Henry B. Gonzalez Convention Center – San Antonio, Texas - June 5-9, 2010

Exhibiting Company: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of Arrival: \_\_\_\_\_ Date(s) of Departure: \_\_\_\_\_

Number of Rooms Required\*: \_\_\_\_\_

Preferred Location(s): \_\_\_\_\_

Additional Information/Comments: \_\_\_\_\_

*\*The APSS will only approve a block of rooms if it is equal to or less than the number of rooms that the group utilized during the previous year's annual meeting. If the group requires additional accommodations, please provide the rationale in the additional information/comments space above.*

# AFFILIATE MEETING REQUEST APPLICATION

SLEEP 2010 24<sup>TH</sup> ANNUAL MEETING OF THE ASSOCIATED PROFESSIONAL SLEEP SOCIETIES, LLC

Exhibiting Company: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_

Time(s) of Meeting\*: \_\_\_\_\_

Preferred Location(s): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Estimated Number of SLEEP Participants: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Food, Beverage and Audio Visual Requirements: \_\_\_\_\_

Additional Information/Comments: \_\_\_\_\_

*\*Affiliate functions may not be scheduled during the following blackout program hours:*

*Sunday, June 6: 6:00pm – 10:00pm*

*Monday, June 7 – Wednesday, June 9: 8:00am – 5:00pm*