

## EASY IS NICE, ON ANY DEVICE.

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

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

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' **Commercial Booth** will be set with 8' high gray backwall drape and 3' high gray side dividers. All inline booths will receive a one-line identification sign.

Each 10' x 10' **Scientific and Educational Booth** will be set with 8' high blue backwall drape, 3' high blue side dividers, (1) 6' x 30" blue skirted table, tuxedo booth carpet, (1) 7" x 44" one-line identification sign and (1) 500 watt electrical outlet

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in tuxedo. Show Management requires all booths to have carpet or suitable floor covering at the exhibitor's expense. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Carpet Order Form in the service kit.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by Wednesday, September 27, 2017.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Tuesday	October 17, 2017	12:30 p.m. - 4:30 p.m. <i>Approved Early Move-In ONLY</i>
Wednesday	October 18, 2017	8:00 a.m. - 4:30 p.m.
Thursday	October 19, 2017	8:00 a.m. - 4:30 p.m.
Friday	October 20, 2017	8:00 a.m. - 6:00 p.m.

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

All exhibits must be set by 6:00 p.m. on Friday, October 20, 2017.

### EXHIBIT HOURS

Saturday	October 21, 2017	10:30 a.m. - 6:30 p.m.
Sunday	October 22, 2017	9:00 a.m. - 4:00 p.m.
Monday	October 23, 2017	9:00 a.m. - 1:00 p.m.

### EXHIBITOR MOVE-OUT

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

Monday	October 23, 2017	1:00 p.m. - 7:00 p.m.
Tuesday	October 24, 2017	8:00 a.m. - 4:30 p.m.
Wednesday	October 25, 2017	8:00 a.m. - 10:00 a.m.

All labor and outbound material handling services performed after 4:30 p.m. will have overtime charges applied.

## SERVICE CENTER HOURS

Tuesday	October 17, 2017	12:30 p.m. - 4:30 p.m.
Wednesday	October 18, 2017	8:00 a.m. - 4:30 p.m.
Thursday	October 19, 2017	8:00 a.m. - 4:30 p.m.
Friday	October 20, 2017	8:00 a.m. - 6:00 p.m.
Saturday	October 21, 2017	8:00 a.m. - 6:30 p.m.
Sunday	October 22, 2017	8:00 a.m. - 4:00 p.m.
Monday	October 23, 2017	8:00 a.m. - 7:00 p.m.
Tuesday	October 24, 2017	8:00 a.m. - 4:30 p.m.
Wednesday	October 25, 2017	8:00 a.m. - 10:00 a.m.

## DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by 10:00 a.m. on Wednesday, October 25, 2017.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 8:00 a.m. on Wednesday, October 25, 2017.
- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

## 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

275 Bodwell Street

Avon, MA 02322

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

Email: [FreemanBostonES@freemanco.com](mailto:FreemanBostonES@freemanco.com)

## FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US &amp; Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183

International Shipping Services or fax (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by Wednesday, September 27, 2017.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freeman.com](http://folmobile.freeman.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app. If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

## SHIPPING INFORMATION

## Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
ANESTHESIOLOGY® 2017  
C/O Freeman  
25 Doherty Ave  
Avon, MA 02322

**PLEASE NOTE: The warehouse is open from 8:00 a.m. - 4:00 p.m. Monday - Friday. Exceptions are noted below.**

Freeman will accept crated, boxed or skidded material beginning Monday, September 18, 2017 at the above address. Material arriving after Wednesday, October 11, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m. If required, provide your carrier with this phone number: (508) 894-5100

**Please Note: The warehouse will be closed on Monday, October 09, 2017 in observance of Columbus Day. Shipments will not be accepted on this date.**

### Show Site Shipping Address:

Exhibiting Company Name / Booth #  
ANESTHESIOLOGY® 2017  
C/O Freeman  
Boston Convention & Exhibition Center  
415 Summer Street  
Cypher Street Entrance  
Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning at 8:00 a.m. on Wednesday, October 18, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (508) 894-5100

### TRUCK MARSHAL YARD

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

**Please Note:** All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

### LABOR INFORMATION

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

### ASSISTANCE

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

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 Boston Exhibitor Services at (508) 894-5100 or Freeman's Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date here.

#### 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 the age of 18 are not allowed on the exhibit floor at any time.

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

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

### EXHIBITOR ASSISTANCE

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

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

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



## REDUCING YOUR FOOTPRINT

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

### Green Tips for Exhibitors

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

#### Supplies and Ordering

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

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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

#### Personnel and Best Practices

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

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



# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its 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.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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



# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

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

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

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

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

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 27, 2017

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

## METHOD OF PAYMENT

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

### ☐ COMPANY CHECK

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

**Please reference (420636) on your remittance.**

### ☐ CREDIT/DEBIT CARD

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

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

### ☐ BANK TRANSFER

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

*Wire Transfer*

ABA#: 026009593 ACCT #1252039192 Freeman

*International Wire Transfer*

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

*ACH Direct Deposit*

ABA# 111000012 ACCT #1252039192 Freeman

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

**Note: Customers are responsible for any bank processing fees.**

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

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

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

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

## ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freeman.com](http://www.freeman.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 Exhibitor Sales.

# FREEMAN

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608

## ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# RESULTS, DELIVERED

.....

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

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



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



## EXHIBIT TRANSPORTATION SERVICES

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

### The Freeman Exhibit Transportation promise:

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

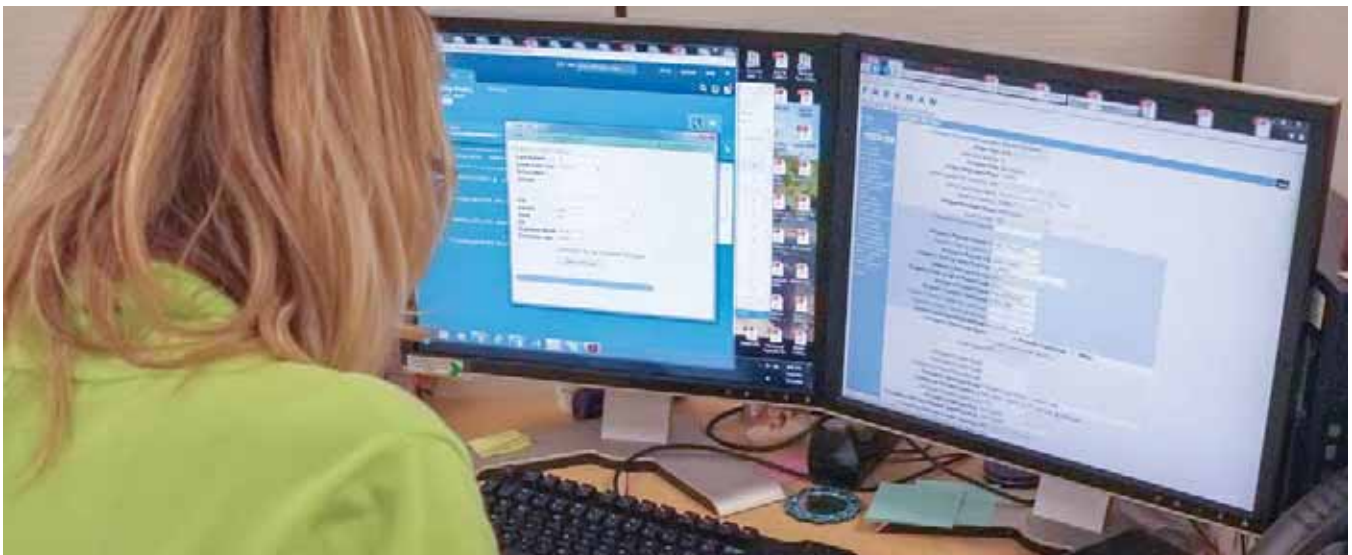
### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **[www.freeman.com](http://www.freeman.com)**

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

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

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



# FREEMAN

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

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

**Freeman** exhibit transportation

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**ANESTHESIOLOGY 2017**

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

MUST BE DELIVERED BY OCTOBER 11, 2017

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

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

**ANESTHESIOLOGY 2017**

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

CANNOT BE DELIVERED BEFORE OCTOBER 18, 2017

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

FAX THIS COMPLETED FORM VIA:

E-mail:

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

or

Fax: (469) 621-5810

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

SHOW # (420636) \_\_\_\_\_

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://www.freeman.com).

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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



# FREEMAN

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**  
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

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

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

## MATERIAL HANDLING SERVICES

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

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

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

**CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

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

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

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 164.00	328.00
Special Handling Shipment .....	\$ 213.25	426.50
Carpet and/or Pad Only Shipment .....	\$ 246.00	492.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 154.00	308.00
Special Handling Shipment .....	\$ 200.25	400.50
Uncrated or Pad Wrapped Shipment .....	\$ 231.00	462.00
Carpet and/or Pad Only Shipment .....	\$ 231.00	462.00
<b>Small Package - Maximum weight is 30 lbs per shipment</b>		
Per Shipment .....	\$ 45.00	
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after <b>October 11</b> .....	\$ 41.00	82.00
Show site Shipment after <b>Show Opening</b> .....	\$ 38.50	77.00

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

#### Overtime Charge - Warehouse (in addition to above rates)

Crated or Skidded Shipment .....	\$ 82.00	164.00
Special Handling Shipment .....	\$ 106.75	213.50
Carpet and/or Pad Only Shipment .....	\$ 123.00	246.00

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

Crated or Skidded Shipment .....	\$ 77.00	154.00
Special Handling Shipment .....	\$ 100.25	200.50
Uncrated or Pad Wrapped Shipment .....	\$ 115.50	231.00
Carpet and/or Pad Only Shipment .....	\$ 115.50	231.00

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

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>6.25% Tax</b>	<b>N/A</b>
			<b>Total</b>	

FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

### **What are Stacked Shipments?**

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

### **What is Shipment Integrity?**

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

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

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

### **What are Mixed Shipments?**

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

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

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

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

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

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

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

# FREEMAN

275 Bodwell Street

Avon, MA 02322

(508) 894-5100 • Fax: (469) 621-5608

FreemanBostonES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

CART SERVICE / PRIVATELY OWNED VEHICLES ONLY

## SHOW SPECIAL

**(Maximum Weight 250 lbs.)**

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit materials during move-in, Freeman is pleased to provide a cartload for one (1) trip, **one way** from the dock to your booth or your booth to the dock for a charge of \$81.00 (straight time) or \$103.25 (overtime) **each way**. This service will be available during move-in and move-out.

This service is for those who have **small hand carry items** all of which must fit in a 3' x 4' push cart, in one trip only. **If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service.**

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

**Freight that is too large or heavy must be handled by Freeman at their freight handling rates.**

No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, a Method of Payment form must be on file.

Exhibitors are allowed to perform their own material handling in Boston provided they meet the criteria below:

- Must be full time company employees of the exhibiting company
- Must be off loading from a company owned vehicle
- Must use only hand operated equipment which they provide, (No pallet jacks, lift gates, or electronic equipment.)

Please refer to the Labor Jurisdictions form in your exhibitor manual for further detail.

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

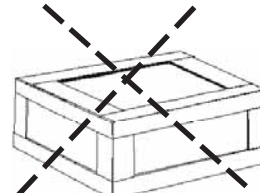
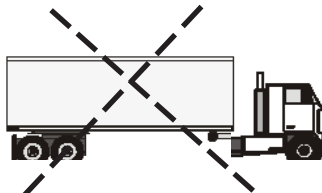
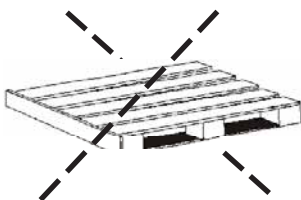
**Overtime-** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays

Inbound: \_\_\_\_\_ @ \$83.50 (ST) or \$106.25 (OT) per cartload = \_\_\_\_\_

Outbound : \_\_\_\_\_ @ \$83.50 (ST) or \$106.25 (OT) per cartload = \_\_\_\_\_

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

NOT ACCEPTABLE



FREEMAN cartload material handling

**FREEMAN**

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

<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
---

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

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

### SHIPPING INFORMATION

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

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

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

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

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

**BILL TO:** ☐ Same as Ship to:

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

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

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

### METHOD OF SHIPMENT

**Select a Carrier:**

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

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

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

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

**Select a Level of Service:**

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 P.M. second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

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



**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: SEPTEMBER 18, 2017**

**DEADLINE DATE IS: OCTOBER 11, 2017**

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**25 DOHERTY AVE**

**AVON, MA 02322**

**WAREHOUSE**

**EVENT: ANESTHESIOLOGY 2017**

**BOOTH NO: NO. OF PCS**

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: SEPTEMBER 18, 2017**

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**WAREHOUSE**

**EVENT: ANESTHESIOLOGY 2017**

**BOOTH NO: NO. OF PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE OCTOBER 18, 2017**

**TO:**

**EXHIBITOR NAME**

**C/O: FREEMAN**

**BOSTON CONVENTION & EXHIBITION CENTE  
415 SUMMER ST**

**BOSTON, MA 022101709**

**SHOW SITE**

**EVENT: ANESTHESIOLOGY 2017**

**BOOTH NO: NO. OF PCS**

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

**F R E E M A N**

**R U S H**

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415 SUMMER ST**

**BOSTON, MA 022101709**

**SHOW SITE**

**EVENT: ANESTHESIOLOGY 2017**

**BOOTH NO: NO. OF PCS**

# FURNISH FORWARD

.....

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

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



# SUPERIOR SEATING

---

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

## ITEMS PICTURED BELOW

Swanson Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 17**

Powered Locking Pedestal, 42" | 85063 | **Page 23**





## SEATING

### Naples



**CHAIR** **SELECT**  
black leather **810119**

36"L 30"D 28"H

⚡ Powered options available



**LOVESEAT** **SELECT**  
black leather **830120**

62"L 30"D 28"H

⚡ Powered options available



**SOFA** **SELECT**  
black leather **830119**

87"L 30"D 28"H

⚡ Powered options available

### Heathrow



**ARMLESS CHAIR** **SELECT**  
black leather **810116**

24"L 24"D 28"H



**CORNER CHAIR** **SELECT**  
black leather **810117**

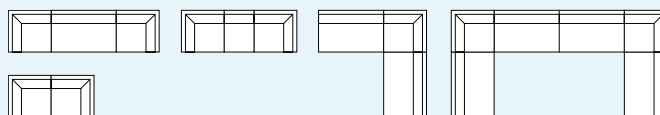
24"L 24"D 28"H



**SOFA** **SELECT**  
black leather **830116**

48"L 24"D 28"H

possible configurations



⚡ See pages 22 and 23 for all Powered options.

## SEATING

### South Beach



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

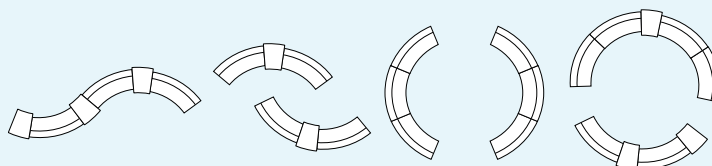
69"L 29"D 33"H



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

25"L 31"D 18"H

possible configurations



### Key Largo



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

57"L 35"D 34"H



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

79"L 35"D 34"H



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

35"L 35"D 34"H

## SEATING

### Allegro

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

36"L 34.5"D 30"H

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

73"L 34.5"D 30"H



### Fairfax

**CHAIR** **SELECT**  
white vinyl/brushed metal **810949**

27"L 26"D 30"H

**SOFA** **SELECT**  
white vinyl/brushed metal **830949**

62"L 26"D 30"H



### Hopi

**CHAIR** **SELECT**  
gray linen **810140**

21"L 25"D 34"H

**LOVESEAT** **SELECT**  
gray linen **830150**

48"L 25"D 34"H



### Tangiers

**CHAIR** **SELECT**  
beige fabric **810118**

34"L 37"D 36"H

**SOFA** **SELECT**  
beige fabric **830118**

78"L 37"D 36"H



### Roma

**CHAIR** **SELECT**  
white vinyl **81020**

37"L 31"D 33"H

⦿ Powered options available

**SOFA** **SELECT**  
white vinyl **83016**

78"L 31"D 33"H

⦿ Powered options available



⦿ See pages 22 and 23 for all Powered options.

## CASUAL SEATING

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

### OTTOMANS

#### ENDLESS SQUARE **SELECT**

white leather **815122**

black leather **815123**

34"L 34"D 15"H

#### ENDLESS CURVED OTTOMAN **SELECT**

white leather **815953**

black leather **815952**

60.5"L 37.5"D 15"H



#### OTTOMAN BENCH **SELECT**

white leather **815120**

black leather **815121**

60"L 20"D 18"H

#### HALF BENCH OTTOMAN **SELECT**

white vinyl **815119**

39"L 22.5"D 18"H



### ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | **Page 5, 22**

Regis Bench/Table | 82074 | **Page 18**

Swanson Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 21**

Regis End Table | 82075 | **Page 18**

Ice Side Chair | 810814 | **Page 9**



## OTTOMANS

### VIBE CUBE **SELECT**

blue vinyl **81518**  
red vinyl **81519**  
orange vinyl **81525**  
pink vinyl **81520**  
yellow vinyl **81517**  
black vinyl **81530**  
white vinyl **81531**

18"L 18"D 18"H



### MARCHE SWIVEL OTTOMAN **SELECT**

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

17"Round 18"H



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

high density plastic **81526**

20"L 20"D 20"H



## BANQUETTES

### CENTER CONE **SELECT**

**8506**

38"Round 51"H

Powered

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

### QUARTER CURVED OTTOMAN **SELECT**

**8507**

53"L 22"D 18"H



possible configurations



72"Round 18"H



72"Round 51"H

See pages 22 and 23 for all Powered options.

\*Electrical power must be ordered separately



## OCCASIONAL CHAIRS

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

21"W 23"L 32"H

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

20"W 21"L 33"H

### DIVA CHAIR **ESSENTIALS** 71091

18"W 16"L 31"H



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

18"W 17.75"L 33"H

### MADRID CHAIR **SELECT** black leather/chrome 8102 white leather/chrome 810816

30"L 30"D 31"H



## ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 23**

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



## OCCASIONAL CHAIRS

### MEETING CHAIR **SELECT**

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

25.5"L 23.5"D 34"H



### TUB CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

### MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



### ICE SIDE CHAIR **SELECT**

transparent **810814**

17.25"L 20"D 32"H

### MALBA CHAIR **SELECT**

gray **810131**  
 green **810130**

20"L 20"D 32"H



## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

### ZENITH CHAIR **SELECT**

white/chrome **810851**

18.5"L 22"D 32"H

### RUSTIQUE CHAIR WITH ARMS **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high density plastic **810837**

15.38"L 15.5"D 30.5"H

### SWANSON CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



## CONFERENCE CHAIRS

### GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**

without arms **71045**

26"W 20"L 38"H Adjustable

### LABREA CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

### ALTURA CONFERENCE/ GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



### LUXOR EXECUTIVE CHAIR **SELECT**

black leather **810807**

27"L 28"D 47"H Adjustable

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

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



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

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

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

black vinyl **810947**

24"L 22"D 36"H



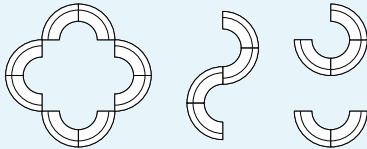
## BARS & BARSTOOLS

### MARTINI BAR **SELECT**

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

67"L 22"D 45"H

possible configurations



### BLACK DIAMOND STOOL **ESSENTIALS**

**71088**

22"W 18"L 46"H

### GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

### DIVA COUNTER STOOL **ESSENTIALS**

**71092**

17"W 16"L 36"H

The Intermediate 25" seating height



### LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

### LIFT HYDRAULIC BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



### APEX BARSTOOL **SELECT**

black vinyl **33010**

blue ultra suede **3309**

red vinyl **33042**

white vinyl **33043**

21"L 21"D 33"H





## BARS & BARSTOOLS

### BANANA BARSTOOL **SELECT**

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

21"L 22"D 30"H

### ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

### ZOEY BARSTOOL **SELECT**

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

15"L 16"D 26-30.5"H



### CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

### ICE BARSTOOL **SELECT**

transparent/chrome legs **810815**

16"L 14"D 33"H

### SHARK SWIVEL BARSTOOL **SELECT**

white plastic/chrome **810202**

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



### RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

### GIN BARSTOOL **SELECT**

maple wood/chrome **810505**

16"L 16"D 29"H

### OSLO BARSTOOL **SELECT**

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

17"L 20"D 30"H



# TURN THE TABLES IN YOUR FAVOR

---

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

## ITEMS PICTURED BELOW

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

Geo End Table | 82035 | **Page 17**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**

Ice Barstool | 810815 | **Page 13**



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

<b>TABLES (30" HEIGHT)</b>	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

<b>COUNTERS (42" HEIGHT)</b>	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842





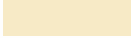





			
<i>black</i>	<i>blue</i>	<i>brown</i>	<i>green</i>
			
<i>flax</i>	<i>gold</i>	<i>gray</i>	<i>plum</i>
			
<i>red</i>	<i>white</i>		

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



## PEDESTAL TABLES

### Soho Series



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

24" Round 30"H

**72067**

36" Round 30"H

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

18" Round 18"H



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

24" Round 42"H

**72068**

36" Round 42"H

### Chelsea Series



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

30" Round 30"H

**72064**

36" Round 30"H



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

30" Round 42"H

**720164**

36" Round 42"H

### STANDARD BASE CAFÉ TABLE **SELECT**

liquid white **820232**

blue steel **8201203**

30" Round 29"H

### STANDARD BASE BAR TABLE **SELECT**

liquid white **820231**

blue steel **8201204**

30" Round 42"H



**HYDRAULIC BASE  
CAFÉ TABLE** **SELECT**

liquid white **820224**

30" Round 29"H

**HYDRAULIC BASE  
BAR TABLE** **SELECT**

liquid white **820230**

30" Round 45"H



**MADISON HYDRAULIC BASE  
CAFÉ TABLE** **SELECT**

gray acajou **820241**

30" Round 29"H

**MADISON HYDRAULIC BASE  
BAR TABLE** **SELECT**

gray acajou **820240**

30" Round 45"H



**MADISON  
CAFÉ TABLE** **SELECT**

gray acajou **820265**

30" Round 29"H

**MADISON  
BAR TABLE** **SELECT**

gray acajou **820264**

30" Round 42"H

## OCCASIONAL, END & COCKTAIL TABLES

### Studio Series

**BLACK END TABLE** **ESSENTIALS**  
115104

17"W 17"L 18"H

**BLACK COCKTAIL TABLE** **ESSENTIALS**  
115103

36"W 20"L 15"H



### Silverado

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

24" Round 22"H

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

36" Round 17"H



### Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H

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

20"L 20"D 21"H

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

47"L 24"D 17"H



### Geo

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

20"L 20"D 21"H

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

47"L 24"D 17"H

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

26"L 26"D 20"H

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

50"L 22"D 16"H





## OCCASIONAL, END & COCKTAIL TABLES

### Sydney

#### END TABLE **SELECT**

black laminate/brushed steel **82054**  
white laminate/brushed steel **82055**

27"L 23"D 22"H

#### TABLE **SELECT**

black laminate/brushed steel **82052**  
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available



### Oliver

#### END TABLE **SELECT**

walnut finish **82088**

22" Round 22"H

#### TABLE **SELECT**

walnut finish **82087**

47"L 27"D 19"H



### Regis

#### END TABLE **SELECT**

brushed metal **82075**

16"L 15.5"D 16.5"H

#### BENCH/TABLE **SELECT**

brushed metal **82074**

47"L 15.5"D 16"H



#### AURA ROUND TABLE **SELECT**

white metal **820844**

15" Round 22"H

#### EDGE LED CUBE TABLE\* **SELECT**

white plastic/clear  
acrylic top **82057**

20"L 20"D 20"H



⚡ See pages 22 and 23 for all Powered options.

\*Electrical power must be ordered separately

## OCCASIONAL, END & COCKTAIL TABLES

### GEO SQUARE-ROUND TABLE **SELECT**

glass/black steel **82043**  
glass/chrome **82044**

42"L 42"D 29"H



## CONFERENCE TABLES

### GEO CONFERENCE TABLE **SELECT**

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

60"L 36"D 29"H

### MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H



### ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 17**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**



## CONFERENCE TABLES



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

gray acajou **820261**

60"L 48"D 29"H



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

gray acajou **820262**

96"L 60"D 29"H



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

gray acajou **820263**

120"L 48"D 29"H



**COMMUNAL TABLE  
(MAPLE WITH GROMMETS)** **SELECT**

laminate/metal

**82058**

72"L 26"D 30"H

**82059**

72"L 26"D 42"H



**COMMUNAL TABLE (MAPLE)** **SELECT**

laminate/metal

**82067**

72"L 26"D 30"H

**82068**

72"L 26"D 42"H



**COMMUNAL TABLE (WHITE)** **SELECT**

laminate/metal

**82063**

72"L 26"D 30"H

**82066**

72"L 26"D 42"H



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

white laminate **820708**

42" Round 29"H



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

granite nebula **820203**

72"L 42"D 29"H



**8' RECTANGULAR  
CONFERENCE TABLE** **SELECT**

granite **820115**

96"L 44"D 29"H

## OFFICE

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

60"L 30"D 29"H

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

60"L 20"D 29"H

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

36"L 12"D 72"H



## COMPUTER DESK / TABLE

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

48"L 24"D 30"H

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

46"L 29"D 30"H



### ITEMS PICTURED BELOW

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

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

Sydney Powered Table | 82052 | **Page 18, 23**

Black Diamond Stool | 71088 | **Page 12**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**

Aura Round Table | 820844 | **Page 19**



## POWERED

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

### POWERED SEATING

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

black vinyl **810120**

36"L 30"D 28"H



Power Panel Detail



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

black vinyl **830122**

62"L 30"D 28"H



Power Panel Detail



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

black vinyl **830121**

87"L 30"D 28"H



Power Panel Detail

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

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



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

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

\*Electrical power must be ordered separately



## POWERED TABLES

**G30 COCKTAIL TABLE, POWERED\*** **SELECT**  
white top **82070**

72"L 26"D 18"H

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

72"L 26"D 30"H

**G30 BAR TABLE, POWERED\*** **SELECT**  
white top **82072**

72"L 26"D 42"H



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

60"L 30"D 30"H

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

48"L 26"D 18"H



## POWERED PRODUCT PEDESTALS

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

24"L 24"D 36"H

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

24"L 24"D 42"H



Power Panel Detail



## ADAPTERS

**4-WAY CHARGING ADAPTER\*** **SELECT**  
black **850800**  
white **850801**

36"L

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



## BANQUETTE

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

38"Round 51"H

Powered

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



\*Electrical power must be ordered separately

POWERED

## STORAGE

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

16"L 20"D 28"H



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

**TWO-DRAWER**  
**74082**

15"W 29"L 28"H

**FOUR-DRAWER**  
**74081**

15"W 29"L 50"H



## REFRIGERATOR



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

19"W 19"L 34"H



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

28"L 28"D 64"H

## LIGHTING



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

16" Round 26"H



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

18" Round 55"H

*\*Electrical power must be ordered separately*

## DISPLAY

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

### DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



### DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



### ORION COMPUTER

KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

(Computer not included.)



### DISPLAY

COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



DISPLAY

### ITEMS PICTURED BELOW

Ottoman Bench | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 23**



## ACCESSORIES

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

### TABLET STAND

#### MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

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



### TABLET STAND ACCESSORIES

#### BROCHURE HOLDER\* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

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

black **850712**

3.3"L 1.9"D 5.28"H

#### CHARGING SHELF\* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand

## ACCESSORIES

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

42"H

### CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 28" sign

### ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



### FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

### CHROME COAT TREE **ESSENTIALS** 220109

### ALUMINIUM EASEL **ESSENTIALS** 220134

### CHROME BAG RACK **ESSENTIALS** 220110

### SPECIAL DRAPING (not pictured)

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



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

48"W 96"L 78"H



### CORRUGATED WASTEBASKET **ESSENTIALS** 220106



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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
_____	810119*	Chair.....	578.10	635.90	809.35	_____
_____	830120*	Loveseat.....	769.35	846.30	1,077.10	_____
_____	830119*	Sofa.....	856.15	941.75	1,198.60	_____
<b>Heathrow Group -Black Leather</b>						
_____	810116*	Armless Chair.....	433.85	477.25	607.40	_____
_____	810117*	Corner Chair.....	509.10	560.00	712.75	_____
_____	830116*	Sofa.....	737.55	811.30	1,032.55	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	745.85	820.45	1,044.20	_____
_____	8151*	Ottoman.....	325.20	357.70	455.30	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	452.25	497.50	633.15	_____
_____	830951*	Sofa.....	501.75	551.95	702.45	_____
_____	810950*	Chair.....	357.75	393.55	500.85	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	479.50	527.45	671.30	_____
_____	83015*	Sofa.....	765.30	841.85	1,071.40	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	301.50	331.65	422.10	_____
_____	830949*	Sofa.....	481.50	529.65	674.10	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	200.25	220.30	280.35	_____
_____	830150*	Sofa.....	305.10	335.60	427.15	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	506.15	556.75	708.60	_____
_____	830118*	Sofa.....	714.45	785.90	1,000.25	_____
<b>Roma Group - White Vinyl</b>						
_____	81020*	Chair.....	536.15	589.75	750.60	_____
_____	83016*	Sofa.....	830.95	914.05	1,163.35	_____

## CASUAL SEATING

<b>Ottomans</b>						
_____	815122*	Endless Square - White Leather.....	355.80	391.40	498.10	_____
_____	815123*	Endless Square - Black Leather.....	355.80	391.40	498.10	_____
_____	815953*	Endless Curved - White Leather.....	467.20	513.90	654.10	_____
_____	815952*	Endless Curved - Black Leather.....	467.20	513.90	654.10	_____
_____	815120*	Bench - White Leather.....	442.50	486.75	619.50	_____
_____	815121*	Bench - Black Leather.....	442.50	486.75	619.50	_____
_____	815119*	Half-Bench - White Vinyl.....	317.25	349.00	444.15	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
	81518*	Vibe - Blue Vinyl.....	134.65	148.10	188.50	
	81519*	Vibe - Red Vinyl.....	134.65	148.10	188.50	
	81525*	Vibe - Orange Vinyl.....	134.65	148.10	188.50	
	81520*	Vibe - Pink Vinyl.....	134.65	148.10	188.50	
	81517*	Vibe - Yellow Vinyl.....	134.65	148.10	188.50	
	81530*	Vibe - Black Vinyl.....	124.35	136.80	174.10	
	81531*	Vibe - White Vinyl.....	124.35	136.80	174.10	
	815151*	Marche Swivel Ottoman - Gray Fabric.....	195.75	215.35	274.05	
	815154*	Marche Swivel Ottoman - Red Fabric.....	195.75	215.35	274.05	
	815169*	Marche Swivel Ottoman - Blue Fabric.....	195.75	215.35	274.05	
	815152*	Marche Swivel Ottoman - Linen Fabric.....	195.75	215.35	274.05	
	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	195.75	215.35	274.05	
	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	195.75	215.35	274.05	
	815156*	Marche Swivel Ottoman - Plum Fabric.....	195.75	215.35	274.05	
	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	195.75	215.35	274.05	
	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	195.75	215.35	274.05	
	815150*	Marche Swivel Ottoman - White Vinyl.....	195.75	215.35	274.05	
	81526*	Edge LED Cube - High Density Plastic.....	239.75	263.75	335.65	
<b>Banquettes</b>						
	8506*	Banquette, Center Cone w/Electrical Charging Outlet	625.00	687.50	875.00	
	8507*	Banquette, Quarter Curve Ottoman.....	415.00	456.50	581.00	
<b>Occasional Chairs</b>						
	71089	Black Diamond Side Chair.....	141.25	155.40	197.75	
	71090	Black Diamond Arm Chair.....	201.35	221.50	281.90	
	71091	Diva Chair.....	251.75	276.95	352.45	
	210108	Limerick® Chair by Herman Miller.....	112.00	123.20	156.80	
	8102*	Madrid Chair - Black Leather/Chrome.....	926.30	1,018.95	1,296.80	
	810816*	Madrid Chair - White Leather/Chrome.....	926.30	1,018.95	1,296.80	
	810948*	Meeting Chair - White Vinyl.....	333.35	366.70	466.70	
	810835*	Meeting Chair - Espresso Bonded Leather.....	254.45	279.90	356.25	
	810836*	Meeting Chair - Taupe Microfiber.....	333.35	366.70	466.70	
	8103*	Tub Chair - Black Fabric.....	467.20	513.90	654.10	
	810843*	Madden Chair - Light Gray Vinyl.....	506.15	556.75	708.60	
	810814*	ICE Side Chair - Transparent/Chrome.....	245.10	269.60	343.15	
	810131*	Malba Chair - Gray Molded Plastic.....	86.65	95.30	121.30	
	810130*	Malba Chair - Green Molded Plastic.....	86.65	95.30	121.30	
	810846*	Christopher Chair - White Vinyl/Chrome.....	153.20	168.50	214.50	
	810851*	Zenith Chair - White/Chrome.....	137.25	151.00	192.15	
	810841*	Rustique Chair with Arms.....	153.20	168.50	214.50	
	810837*	Razor Armless Chair - White High Density Plastic.....	134.50	147.95	188.30	
	810875*	Swanson Chair - White Vinyl.....	277.70	305.45	388.80	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	127.45	140.20	178.45	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	127.45	140.20	178.45	
	810847*	Wendy Chair - Clear Acrylic.....	141.75	155.95	198.45	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Conference Chairs</b>						
_____	71046	Gray Gaslift Chair With Arms.....	377.30	415.05	528.20	_____
_____	71045	Gray Gaslift Chair Without Arms.....	296.90	326.60	415.65	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	370.25	407.30	518.35	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	373.80	411.20	523.30	_____
_____	810807*	Luxor Executive Chair - Black Leather.....	399.70	439.65	559.60	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	349.25	384.20	488.95	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	349.25	384.20	488.95	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	308.25	339.10	431.55	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	272.40	299.65	381.35	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	319.50	351.45	447.30	_____

**Bars & Bar Stools**

_____	8501*	Martini Bar.....	1,617.25	1,779.00	2,264.15	_____
_____	71088	Black Diamond Stool.....	245.90	270.50	344.25	_____
_____	71048	Gray Gaslift Stool with Arms.....	428.50	471.35	599.90	_____
_____	71047	Gray Gaslift Stool without Arms.....	377.30	415.05	528.20	_____
_____	71092	Diva Counter Stool.....	283.35	311.70	396.70	_____
_____	210109	Limerick® Stool by Herman Miller.....	159.80	175.80	223.70	_____
_____	810872*	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	193.80	213.20	271.30	_____
_____	810873*	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	193.80	213.20	271.30	_____
_____	810871*	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	193.80	213.20	271.30	_____
_____	810870*	Lift Hydraulic Barstool - White Vinyl/Chrome.....	193.80	213.20	271.30	_____
_____	33010*	Apex Barstool - Black Vinyl.....	202.50	222.75	283.50	_____
_____	3309*	Apex Barstool - Blue Ultra Suede.....	202.50	222.75	283.50	_____
_____	33042*	Apex Barstool - Red Vinyl.....	202.50	222.75	283.50	_____
_____	33043*	Apex Barstool - White Vinyl.....	202.50	222.75	283.50	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	222.80	245.10	311.90	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	222.80	245.10	311.90	_____
_____	810850*	Zenith Barstool - White/Chrome.....	137.25	151.00	192.15	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	362.60	398.85	507.65	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	362.60	398.85	507.65	_____
_____	810848*	Christopher Barstool - White.....	184.50	202.95	258.30	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	261.40	287.55	365.95	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	321.25	353.40	449.75	_____
_____	810839*	Rustique Barstool - Gunmetal.....	153.20	168.50	214.50	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	195.95	215.55	274.35	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	280.35	308.40	392.50	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	280.35	308.40	392.50	_____

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NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Draped Tables & Counters**

**Draped Tables - Tables are 24" wide**

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

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	207.75	228.55	290.85	_____
_____	124630	Draped Table 6'L x 30"H.....	259.60	285.55	363.45	_____
_____	124830	Draped Table 8'L x 30"H.....	289.30	318.25	405.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	46.80	51.50	65.50	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	46.80	51.50	65.50	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	262.85	289.15	368.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	312.40	343.65	437.35	_____
_____	124842	Draped Counter 8'L x 42"H.....	343.80	378.20	481.30	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	65.30	71.85	91.40	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	65.30	71.85	91.40	_____

**Undraped Tables & Counters**

**Undraped Tables - Tables are 24" wide**

_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	87.60	96.35	122.65	_____
_____	125630	Undraped Table 6'L x 30"H.....	107.60	118.35	150.65	_____
_____	125830	Undraped Table 8'L x 30"H.....	135.05	148.55	189.05	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	119.10	131.00	166.75	_____
_____	125642	Undraped Counter 6'L x 42"H.....	138.95	152.85	194.55	_____
_____	125842	Undraped Counter 8'L x 42"H.....	168.10	184.90	235.35	_____

**Table Top Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.40	33.45	42.55	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.40	33.45	42.55	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.60	39.15	49.85	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.60	39.15	49.85	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.10	45.20	57.55	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.10	45.20	57.55	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.55	51.20	65.15	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.55	51.20	65.15	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.95	62.65	79.75	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.95	62.65	79.75	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	67.35	74.10	94.30	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	67.35	74.10	94.30	_____

**Pedestal Tables - SoHo Series**

_____	72069	Black Top Cafe - 30"H x 24"W.....	276.15	303.75	386.60	_____
_____	72067	Black Top Cafe - 30"H x 36"W.....	276.15	303.75	386.60	_____
_____	72066	Black Top Mini - 18"H x 18"W.....	176.70	194.35	247.40	_____
_____	72070	Black Top Bistro - 42"H x 24"W.....	276.15	303.75	386.60	_____
_____	72068	Black Top Bistro - 42"H x 36"W.....	276.15	303.75	386.60	_____

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COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	220.30	242.35	308.40	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	220.30	242.35	308.40	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	220.30	242.35	308.40	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	220.30	242.35	308.40	
<b>Pedestal Tables</b>						
	820232*	Standard Base Cafe Table - Liquid White.....	287.50	316.25	402.50	
	8201203*	Standard Base Cafe Table - Blue Steel.....	235.00	258.50	329.00	
	820231*	Standard Base Bar Table - Liquid White.....	267.50	294.25	374.50	
	8201204*	Standard Base Bar Table - Blue Steel.....	300.00	330.00	420.00	
	820224*	Hydraulic Base Cafe Table - Liquid White.....	400.00	440.00	560.00	
	820230*	Hydraulic Base Bar Table - Liquid White.....	400.00	440.00	560.00	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	288.00	316.80	403.20	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	288.00	316.80	403.20	
	820265*	Madison Cafe Table - Gray Acajou.....	216.00	237.60	302.40	
	820264*	Madison Bar Table - Gray Acajou.....	236.25	259.90	330.75	
<b>Occasional End &amp; Cocktail Tables</b>						
	115104	Studio Black End Table.....	121.80	134.00	170.50	
	115103	Studio Black Cocktail Table.....	121.80	134.00	170.50	
	82015*	Silverado End Table - Tempered Glass/Painted Steel	298.30	328.15	417.60	
	82014*	Silverado Table - Tempered Glass/Painted Steel....	318.00	349.80	445.20	
	820252*	Alondra End Table - Glass/Chrome.....	200.25	220.30	280.35	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	276.75	304.45	387.45	
	820253*	Alondra End Table - Wood/Chrome.....	200.25	220.30	280.35	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	276.75	304.45	387.45	
	82028*	Geo End Table - Wood/Black Steel.....	236.25	259.90	330.75	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	240.75	264.85	337.05	
	82035*	Geo End Table - Glass/Chrome.....	269.60	296.55	377.45	
	82034*	Geo Cocktail Table - Glass/Chrome.....	298.30	328.15	417.60	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	220.60	242.65	308.85	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	220.60	242.65	308.85	
	82052*	Sydney Table - Black Laminate/Brushed Steel.....	220.60	242.65	308.85	
	82053*	Sydney Table - White Laminate/Brushed Steel.....	220.60	242.65	308.85	
	82088*	Oliver End Table - Walnut Finish.....	167.25	184.00	234.15	
	82087*	Oliver Table - Walnut Finish.....	212.20	233.40	297.10	
	82075*	Regis End Table - Brushed Metal.....	209.25	230.20	292.95	
	82074*	Regis Bench Table - Brushed Metal.....	294.75	324.25	412.65	
	820844*	Aura Round Table - White Metal.....	162.35	178.60	227.30	
	82057*	Edge LED Lighted Table-White Plastic/Clear Acrylic	239.75	263.75	335.65	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	526.20	578.80	736.70	
	82044*	Geo Square-Round Table - Glass/Chrome.....	526.20	578.80	736.70	
<b>Conference Tables</b>						
	82041*	Geo Conference Table - Glass/Black Steel.....	438.50	482.35	613.90	
	82051*	Geo Conference Table - Glass/Chrome.....	438.50	482.35	613.90	
	820260*	Madison Conference Table - Gray Acajou.....	369.00	405.90	516.60	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	447.75	492.55	626.85	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	893.25	982.60	1,250.55	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	893.25	982.60	1,250.55	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	484.20	532.60	677.90	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	516.45	568.10	723.05	_____
_____	82067*	Communal Table 30"H Maple.....	484.20	532.60	677.90	_____
_____	82068*	Communal Table 42"H Maple.....	516.45	568.10	723.05	_____
_____	82063*	Communal Table 30"H White.....	484.20	532.60	677.90	_____
_____	82066*	Communal Table 42"H White.....	516.45	568.10	723.05	_____
_____	820708*	42" Round Conference Table - White Laminate.....	633.40	696.75	886.75	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	686.65	755.30	961.30	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	562.15	618.35	787.00	_____

**Computer Desk/Tables**

_____	84075*	Madison Desk - Gray Acajou.....	533.50	586.85	746.90	_____
_____	84077*	Madison Credenza - Gray Acajou.....	461.25	507.40	645.75	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	393.75	433.15	551.25	_____
_____	820706*	Work Desk - White Laminate.....	396.25	435.90	554.75	_____
_____	820707*	Merlin Table - Gray Laminate.....	502.25	552.50	703.15	_____

**POWERED****Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	760.95	837.05	1,065.35	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,013.70	1,115.05	1,419.20	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,176.55	1,294.20	1,647.15	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	760.95	837.05	1,065.35	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,176.55	1,294.20	1,647.15	_____

**Powered Tables**

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	499.80	549.80	699.70	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	693.60	762.95	971.05	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	904.20	994.60	1,265.90	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	542.25	596.50	759.15	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	477.00	524.70	667.80	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	369.00	405.90	516.60	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	369.00	405.90	516.60	_____

**Powered Products Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	553.20	608.50	774.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	553.20	608.50	774.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	662.70	728.95	927.80	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	662.70	728.95	927.80	_____

**Adapters**

_____	850800*	4-Way Charging Adapter - Black.....	30.90	34.00	43.25	_____
_____	850801*	4-Way Charging Adapter - White.....	30.90	34.00	43.25	_____

**DISPLAY & ACCESSORIES****Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	166.50	183.15	233.10	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	228.85	251.75	320.40	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	296.90	326.60	415.65	_____

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

_____	75057	Small Refrigerator.....	495.85	545.45	694.20	_____
_____	8503001*	Refrigerator - White.....	923.55	1,015.90	1,292.95	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	151.15	166.25	211.60	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	222.00	244.20	310.80	_____

**Display**

_____	75020	Display Cylinder - Black - Low.....	228.85	251.75	320.40	_____
_____	75021	Display Cylinder - Black - Medium.....	228.85	251.75	320.40	_____
_____	75022	Display Cylinder - Black - High.....	228.85	251.75	320.40	_____
_____	75030	Display Cube - Black - 12" Small.....	267.05	293.75	373.85	_____
_____	75031	Display Cube - Black - 18" Medium.....	285.90	314.50	400.25	_____
_____	75032	Display Cube - Black - 24" Large.....	324.30	356.75	454.00	_____
_____	75079	Orion Computer Kiosk.....	412.35	453.60	577.30	_____
_____	72056	Display Counter - Black.....	267.70	294.45	374.80	_____

**Tablet Stand**

_____	850714*	Mobile Tablet Stand - White.....	373.70	411.05	523.20	_____
_____	850715*	Mobile Tablet Stand - Black.....	373.70	411.05	523.20	_____

**Tablet Stand Accessories**

_____	850711*	Brochure Holder - Black.....	36.75	40.45	51.45	_____
_____	850712*	Wireless Printer Holder - Black.....	36.75	40.45	51.45	_____
_____	850713*	Charging Shelf - Black.....	36.75	40.45	51.45	_____

**Accessories**

_____	220121	Chrome Stanchion w/8' Retractable Belt.....	104.35	114.80	146.10	_____
_____	220118	Chrome Sign Holder.....	197.75	217.55	276.85	_____
_____	750135	Round Literature Rack.....	241.60	265.75	338.25	_____
_____	750136	Flat Literature Rack.....	213.55	234.90	298.95	_____
_____	220109	Chrome Coat Tree.....	71.70	78.85	100.40	_____
_____	220134	Aluminum Easel.....	60.70	66.75	85.00	_____
_____	220110	Chrome Bag Rack.....	157.60	173.35	220.65	_____
_____	10201484	Floor Standing Bulletin Board.....	319.60	351.55	447.45	_____
_____	220106	Corrugated Wastebasket.....	25.50	28.05	35.70	_____
_____	220107	Wastebasket.....	25.50	28.05	35.70	_____

**Special Drape**

<b>Special Drape</b>					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	12103	Special Drape 3'H (per ft.).....	20.90	23.00	29.25	_____
_____	12108	Special Drape 8'H (per ft.).....	28.95	31.85	40.55	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub-Total		6.25% Tax		Total Cost

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

\*Asterisk indicates item is a Freeman Select furnishing



# FREEMAN

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

**DEADLINE DATE**  
**SEPTEMBER 27, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

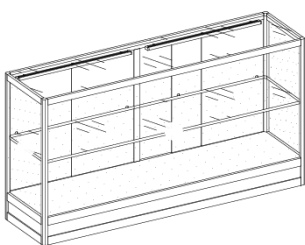
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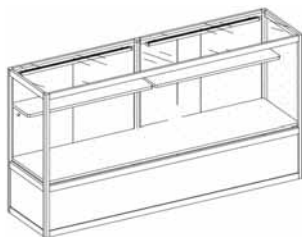
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## ACCESSORIES FOR RENTAL UNITS

### SHOWCASES



FULL VIEW



HALF VIEW



QUARTER VIEW



TOWER

Want to add graphics? Please contact an Exhibitor Sales Specialist at [NEexhibitorsales@freeman.com](mailto:NEexhibitorsales@freeman.com)

### SHOWCASES

SELECT A SIZE ☐ FULL VIEW ☐ HALF VIEW ☐ QUARTER VIEW

SELECT A COLOR ☐ WHITE PVC ☐ BLACK FABRIC

Qty	Description	Discount Price	Standard Price	Total
_____	Showcase 1m x 36"H .....	\$658.20	\$921.50	_____
_____	Showcase 1m x 42"H .....	\$658.20	\$921.50	_____
_____	Showcase 2m x 36"H .....	\$835.35	\$1,169.50	_____
_____	Showcase 2m x 42"H .....	\$835.35	\$1,169.50	_____
_____	Cabinet Lock .....	\$17.70	\$24.80	_____
_____	Showcase Light .....	\$45.00	\$63.00	_____
_____	Showcase 1/2m x 1/2m x 8' H Tower .....	\$895.00	\$1,253.00	_____

### QUICK TIPS

- **REMEMBER TO MAKE A SELECTION FOR ITEMS WITH CHECKBOXES. OTHERWISE, A SELECTION WILL BE MADE FOR YOU.**
- **ELECTRICAL SERVICES AND CORD LABOR MUST BE ORDERED SEPERATELY.**

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (6.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

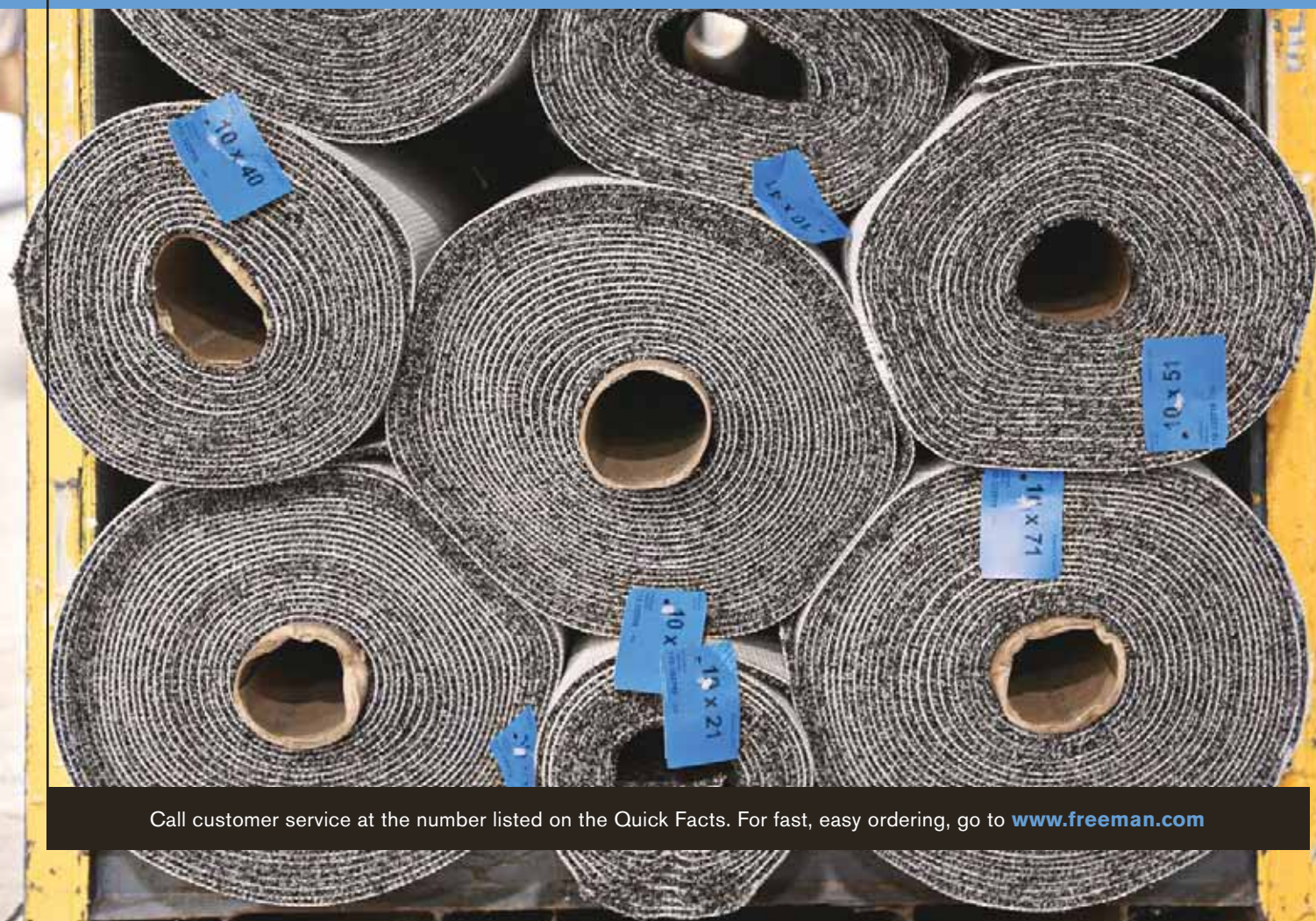
**FREEMAN showcases**

# FROM THE GROUND UP

.....

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

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



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



## PRESTIGE CARPET

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

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### Custom Options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

## CLASSIC CARPET

### Custom Cut

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

### Standard Cut

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



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

**Actual colors may vary slightly**

# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
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CONTACT NAME : PHONE #:

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

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

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## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet .....	\$ 385.00	\$ 423.50	\$ 539.00	
	10' x 20' Classic Carpet .....	\$ 770.00	\$ 847.00	\$ 1,078.00	
	10' x 30' Classic Carpet .....	\$ 1,155.00	\$ 1,270.50	\$ 1,617.00	
	10' x 40' Classic Carpet .....	\$ 1,540.00	\$ 1,694.00	\$ 2,156.00	
	10' x 10' Carpet Padding - Single Layer.....	\$ 185.00	\$ 203.50	\$ 259.00	
	10' x 20' Carpet Padding - Single Layer.....	\$ 370.00	\$ 407.00	\$ 518.00	
	10' x 30' Carpet Padding - Single Layer.....	\$ 555.00	\$ 610.50	\$ 777.00	
	10' x 40' Carpet Padding - Single Layer.....	\$ 740.00	\$ 814.00	\$ 1,036.00	
	10' x 10' Carpet Padding - Double Layer.....	\$ 370.00	\$ 407.00	\$ 518.00	
	10' x 20' Carpet Padding - Double Layer.....	\$ 740.00	\$ 814.00	\$ 1,036.00	
	10' x 30' Carpet Padding - Double Layer.....	\$ 1,110.00	\$ 1,221.00	\$ 1,554.00	
	10' x 40' Carpet Padding - Double Layer.....	\$ 1,480.00	\$ 1,628.00	\$ 2,072.00	
	Plastic Covering (price per sq. ft.).....	\$ 1.45	\$ 1.60	\$ 2.05	

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	9' x 10' Classic Carpet .....	\$ 316.25	\$ 347.90	\$ 442.75	
	9' x 20' Classic Carpet .....	\$ 632.55	\$ 695.80	\$ 885.55	
	9' x 30' Classic Carpet .....	\$ 948.80	\$ 1,043.70	\$ 1,328.30	
	9' x 40' Classic Carpet .....	\$ 1,265.05	\$ 1,391.55	\$ 1,771.05	
	9' x 10' Carpet Padding - Single Layer.....	\$ 166.50	\$ 183.15	\$ 233.10	
	9' x 20' Carpet Padding - Single Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	
	9' x 30' Carpet Padding - Single Layer.....	\$ 499.50	\$ 549.45	\$ 699.30	
	9' x 40' Carpet Padding - Single Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	
	9' x 10' Carpet Padding - Double Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	
	9' x 20' Carpet Padding - Double Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	
	9' x 30' Carpet Padding - Double Layer.....	\$ 999.00	\$ 1,098.90	\$ 1,398.60	
	9' x 40' Carpet Padding - Double Layer.....	\$ 1,332.00	\$ 1,465.20	\$ 1,864.80	
	Plastic Covering (price per sq. ft.).....	\$ 1.45	\$ 1.60	\$ 2.05	

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

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

standard size carpet

FREEMAN

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before SEPTEMBER 27, 2017

# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 27, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **4.05**

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

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>4.05</b>	\$ <b>4.45</b>	\$ <b>5.65</b>	_____

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

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

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>5.70</b>	\$ <b>6.25</b>	\$ <b>8.00</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>4.40</b>	\$ <b>4.85</b>	\$ <b>6.15</b>	_____

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>6.25</b>	\$ <b>6.90</b>	\$ <b>8.75</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>5.70</b>	\$ <b>6.25</b>	\$ <b>8.00</b>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.95**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>1.95</b>	\$ <b>2.15</b>	\$ <b>2.75</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.55</b>	\$ <b>1.70</b>	\$ <b>2.15</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>3.90</b>	\$ <b>4.30</b>	\$ <b>5.45</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>3.10</b>	\$ <b>3.40</b>	\$ <b>4.35</b>	_____

### TOTAL COST

Sub- Total	+	6.25% Tax	=	Total Cost
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# FREEMAN

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Avon, MA 02322  
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FreemanBostonES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

## CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- 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
---------------	--------	-------------	---------------	-----------------	-------

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

_____ 610100	Booth Vacuuming - One Time .....	.90	1.25	_____
_____ 610200	Booth Vacuuming - 2 Days .....	N/A	N/A	_____
_____ 610300	Booth Vacuuming - 3 Days .....	2.70	3.80	_____
_____ 610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

_____ 630100	Shampoo Carpet - One Time .....	1.35	1.90	_____
_____ 630200	Shampoo Carpet - 2 Days .....	2.65	3.70	_____
_____ 630300	Shampoo Carpet - 3 Days .....	4.00	5.60	_____

### PORTER SERVICE (per day)

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

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

_____ 620500	Exhibit Area / Under 500 sq.ft. ....	194.00	271.60	_____
_____ 6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	239.00	334.60	_____
_____ 6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	285.00	399.00	_____
_____ 6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost



# RENTAL EXHIBITS THAT IMPRESS

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

## PACKAGE 1



10 X 20



10 X 10

## PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



**SLATWALL**



**COLORED PANELS**



**SHELVES**



**BLACK METAL**



**CABINETS**



## Booth Panel Options – Color Options Included with Rental Package



black fabric



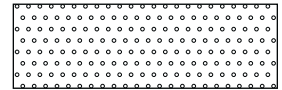
blue fabric



gray fabric



white



white perfboard

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



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

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

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



black\*



cardinal



charcoal\*



cream



gray pearl\*



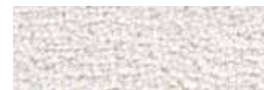
navy\*



toast



wedgewood



white\*

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

## Rental Exhibits Include:

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

## questions?

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



## “CLEAN FOOTPRINT” BOOTH PACKAGE

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

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NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,340.75	4,677.05	<input type="checkbox"/> 10' x 20'	5,112.30	7,157.20
Package 2	<input type="checkbox"/> 10' x 10'	2,071.15	2,899.60	<input type="checkbox"/> 10' x 20'	3,838.30	5,373.60
Package 3	<input type="checkbox"/> 10' x 10'	2,763.55	3,868.95	<input type="checkbox"/> 10' x 20'	4,539.50	6,355.30
Package 4	<input type="checkbox"/> 10' x 10'	2,809.30	3,933.00	<input type="checkbox"/> 10' x 20'	5,757.40	8,060.35
Package 5	<input type="checkbox"/> 10' x 10'	2,945.20	4,123.30	<input type="checkbox"/> 10' x 20'	5,890.25	8,246.35
Package 6	<input type="checkbox"/> 10' x 10'	3,070.60	4,298.85	<input type="checkbox"/> 10' x 20'	4,842.15	6,779.00

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

## TOTAL COST

Sub-Total	+	6.25 % Tax	=	Total Cost
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DISCOUNT PRICE  
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NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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


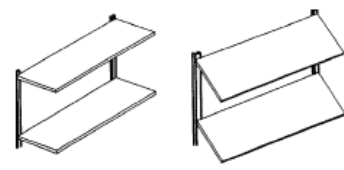
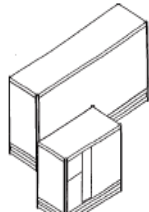
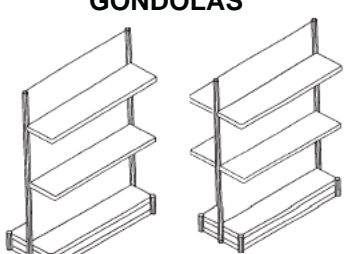

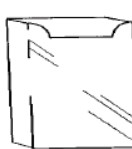
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light .....	78.85	110.40	_____
_____	172514	4' Tracklight (3 lights)	311.00	435.40	_____
_____	17252	Halogen Light .....	78.85	110.40	_____

<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.....	422.00	590.80	_____
_____	17306	1M x 1/2M x 42" High.....	422.00	590.80	_____
_____	17308	2M x 1/2M x 36" High.....	616.00	862.40	_____
_____	17309	2M x 1/2M x 42" High.....	616.00	862.40	_____
_____	173010	1M Radius x 1/2M x 36" High.	658.20	921.50	_____
_____	173011	1M Radius x 1/2M x 42" High..	658.20	921.50	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock .....	17.70	24.80	_____
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"/> Perfbord <input type="checkbox"/> White PVC					
_____	174541	Single Sided 1M x 4' High...	329.10	460.75	_____
_____	174542	Double Sided 1M x 4' High..	438.85	614.40	_____
_____	174581	Single Sided 1M x 8' High...	493.75	691.25	_____
_____	174582	Double Sided 1M x 8' High..	658.20	921.50	_____

<b>SHELVES</b>					
_____	17201	1M Straight (37" x 12") .....	78.85	110.40	_____
_____	17206	1M Angled (37" x 12") .....	78.85	110.40	_____

<b>LITERATURE POCKETS</b>					
_____	174015	For 8 1/2 x 11 Literature .....	33.40	46.75	_____

<b>TOTAL COST</b>					
_____	Sub-Total	+	6.25% Tax	=	_____
Total Cost					

Don't see what you need?  
Please call Exhibitor Sales at (508) 894-5100.

FREEMAN

SMARTFABRIC™ RENTAL EXHIBITS

# FIT TO PRINT

.....

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



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

## SMARTFABRIC™ RENTAL EXHIBITS



**10 x 10 ft. unit**

**FRAME**

117"W 93.5"H



**10 x 20 ft. unit**

**FRAME**

234"W 93.5"H

**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D

(up to 15lbs each)

### RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

## FRAME ONLY UNIT

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



**10 x 10 ft.  
frame**



**10 x 20 ft.  
frame**

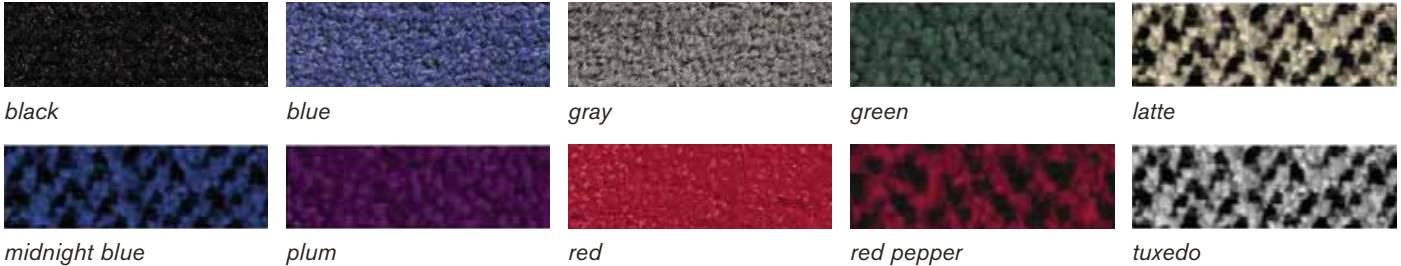
### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
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- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
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- Power (500 watts) for LIGHTS only (and Labor to hang lights)



## CLASSIC CARPET

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



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

## PRESTIGE CARPET

**(28 oz.)** – Available Upgrade Color Options



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

## ACCESSORIES

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

### SMARTFABRIC ZIPPERED CARRYING CASE

20"W 8"H 16"D



### CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15lbs each)



## CUSTOM GRAPHICS

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

### “CLEAN FOOTPRINT” BOOTH PACKAGE

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





# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 27, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

## SMARTFABRIC EXHIBIT

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



### SmartFabric Rental Exhibit Includes:

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



Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,895.00	\$ 2,653.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,695.00	\$ 5,173.00	_____

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

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



Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,195.00	\$ 1,673.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 1,995.00	\$ 2,793.00	_____

## ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light .....	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

## QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.



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

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

### TOTAL COST

Sub-Total	+	6.25 % Tax	=	Total Cost
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# FLEXING TO FIT YOUR NEEDS

.....

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

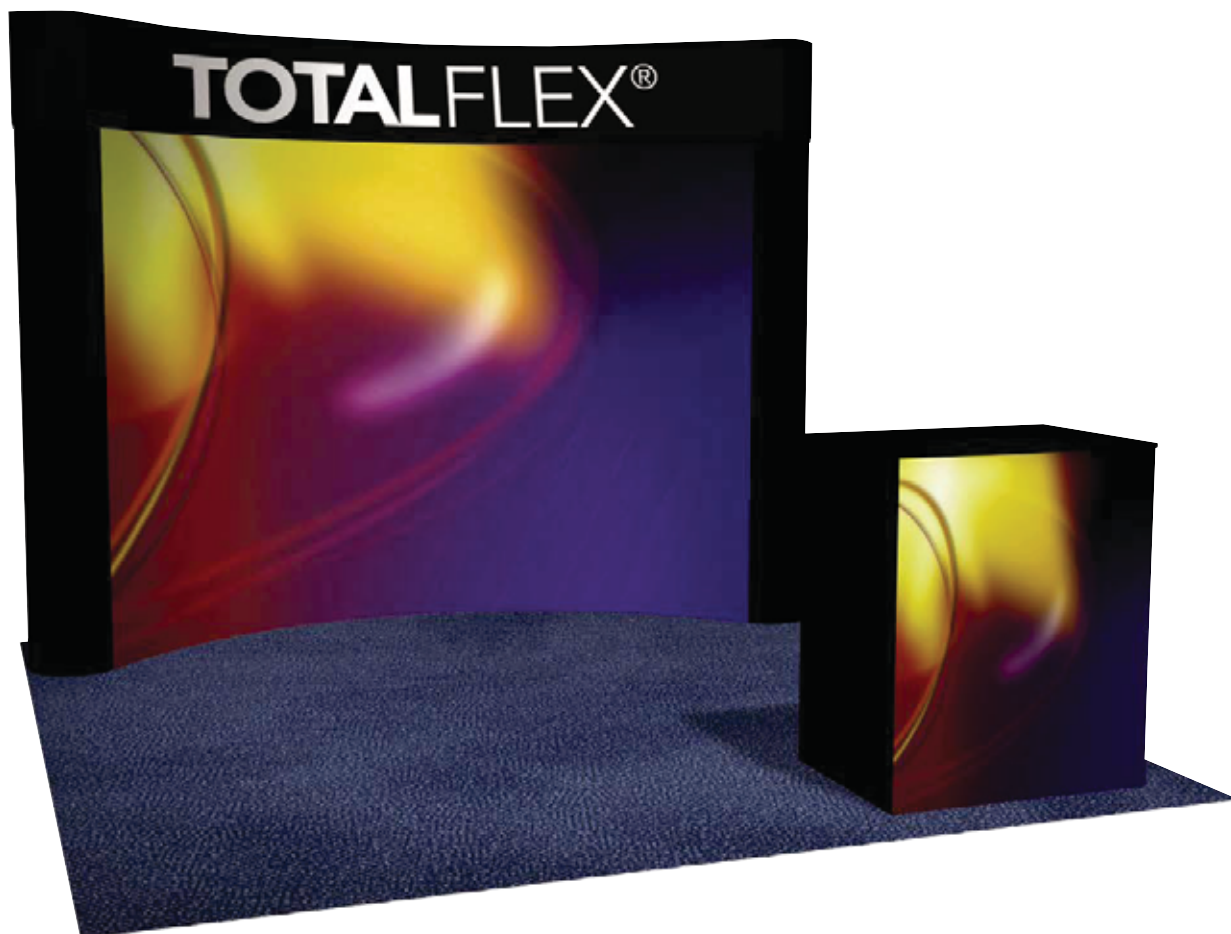


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

The TotalFlex® solution is the most versatile exhibit option available:

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

*\*Graphic design elements are priced separately and not included with TotalFlex® order.*



#### FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

#### TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

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NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

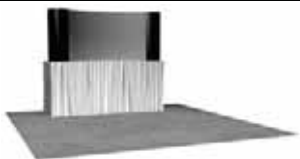
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## TABLETOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,101.90	1,542.65	_____	_____
40"H x 8"W	1,279.05	1,790.65	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,147.30	1,606.20	_____	_____
40"H x 8"W	1,300.25	1,820.35	_____	_____

\*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

### Table Drape:

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

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,807.95	2,531.15	_____	_____
8'H x 10'W	2,153.70	3,015.20	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,600.75	3,641.05	_____	_____
8'H x 10'W	3,053.75	4,275.25	_____	_____

\*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

• All Classic carpet contain recycled content and are recyclable.

## 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	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	222.80	311.90	_____	_____	286.55	401.15	_____
1715801	1-200 Watt Halogen Light Kit	_____	116.75	163.45	_____	_____	210.70	295.00	_____
1715802	Straight Shelf	_____	89.45	125.25	_____	_____	145.45	203.65	_____
1715803	Angled Shelf	_____	89.45	125.25	_____	_____	145.45	203.65	_____

## 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 be charged the Standard Price.

### PURCHASE UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost



# SEEING IS BELIEVING

.....

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

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



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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





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

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

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

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

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

## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 21.90 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 30.65 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

### Backing Material:

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

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

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



### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 52.95	74.15 =	_____
7" x 22"	@ 54.65	76.50 =	_____
7" x 44"	@ 67.55	94.55 =	_____
9" x 44"	@ 87.55	122.55 =	_____
11" x 14"	@ 52.95	74.15 =	_____
14" x 22"	@ 65.80	92.10 =	_____
14" x 44"	@ 136.85	191.60 =	_____
22" x 28"	@ 136.85	191.60 =	_____
28" x 44"	@ 200.65	280.90 =	_____
20" x 60"	@ N/A	N/A =	_____

(white only)

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

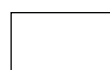
### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



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

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

### TOTAL COST

Sub-Total	+	6.25 % Tax	=	Total Cost
-----------	---	------------	---	------------

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (508) 894-5100 for assistance.

# LET US DO THE HEAVY LIFTING

.....

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



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



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

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

## ON-SITE SUPERVISION

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

---

### If You Use Freeman Staff

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



01/17 | 55774

# UNION JURISDICTIONS BOSTON, MASSACHUSETTS

## LABOR jurisdictions

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

### MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. ***The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.*** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

### BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

### TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

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NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$162.00	\$226.75
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$241.75	\$338.50
<b>Double Time-</b> All Day Sunday and Holidays.....	\$290.25	\$406.25

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

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

## INSTALLATION LABOR

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

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

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

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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



NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

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

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

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

### OUTBOUND SHIPPING INFORMATION

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

#### METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

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

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

☐ Reroute via Freeman's choice

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

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

**FREEMAN installation & dismantle**

# FREEMAN

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

**DEADLINE DATE**  
**SEPTEMBER 27, 2017**

METHOD OF PAYMENT FORM MUST  
ACCOMPANY YOUR ORDER

NAME OF SHOW: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

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

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

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

## RIGGING EQUIPMENT AND LABOR

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

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

**Double Time-** All Day Sunday and Holidays

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

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR - up to 5,000 lbs.</b>			
304050	Forklift & operator - ST .....	\$402.75	\$564.00
304051	Forklift & operator - OT .....	\$562.50	\$787.50
304052	Forklift & operator - DT .....	\$659.25	\$923.00
<b>FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.</b>			
304040	4-Stage Forklift & operator - ST .....	\$572.25	\$801.25
304041	4-Stage Forklift & operator - OT .....	\$732.00	\$1,025.00
304042	4-Stage Forklift & operator - DT .....	\$824.25	\$1,154.00
<input type="checkbox"/>	Please check here if you need a Scissorlift for booth work.		
<b>FORKLIFT LABOR - up to 10,000 lbs.</b>			
3040100	Forklift & operator - ST .....	\$487.75	\$683.00
3040101	Forklift & operator - OT .....	\$647.00	\$906.00
3040102	Forklift & operator - DT .....	\$744.25	\$1,042.00
<b>RIGGING LABOR</b>			
3020100	Rigger - ST .....	\$162.00	\$226.75
3020101	Rigger - OT .....	\$241.75	\$338.50
3020102	Rigger - DT .....	\$290.25	\$406.25

## INSTALLATION - RIGGING

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

## DISMANTLE - RIGGING

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

## PLEASE INDICATE WORK TO BE PERFORMED

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

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

FREEMAN forklift / rigging labor

# FREEMAN

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

**DEADLINE DATE  
SEPTEMBER 27, 2017**

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

SHOW NAME: **ANESTHESIOLOGY 2017 / OCTOBER 21 - 23, 2017**

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

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

SIGNATURE: \_\_\_\_\_ FAX #: \_\_\_\_\_

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

		Advance	Show Site
<b>Straight Time-</b>	8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$162.00	\$226.75
<b>Overtime-</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$241.75	\$338.50
<b>Double Time-</b>	All Day Sunday and Holidays.....	\$290.25	\$406.25

•Price is per person/per hour

•Supervisor must check in at Service Desk to pick up labor

•Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

**Please include set up plan and special instructions with this order.**

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

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

## CORD INSTALLATION LABOR

### ☐ Freeman Supervised Labor

• Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ☐ Exhibitor Supervised Labor

### ☐ Display Company Supervised Labor

Name of supervisor \_\_\_\_\_ Phone Number: \_\_\_\_\_

•**Start times cannot always be guaranteed.**

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

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

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

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

## CORD DISMANTLE LABOR

• **A one hour minimum labor charge will apply to pick up cords.**

• **Cord dismantle will be done on straight time whenever possible.**

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

## CORD RENTAL

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

There will be a minimum charge of \$22.00 to cover cords with tape.

Larger areas and multiple electrical drops may require more than one roll.

**Subtotal** \_\_\_\_\_

**\*+6.25% Mass Tax** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

**FREEMAN electrical/internet cord labor**

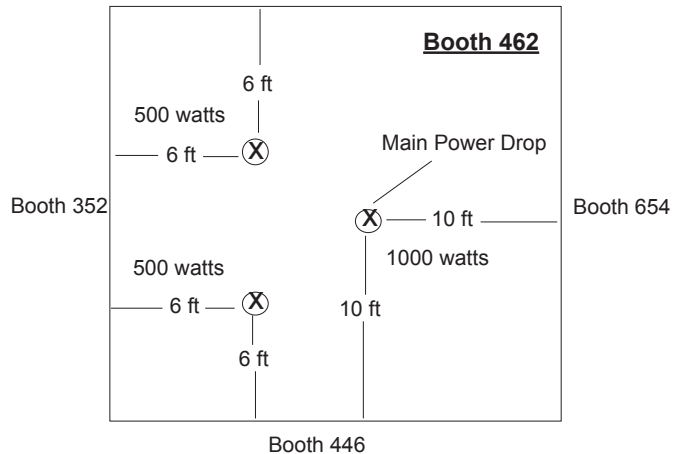
## TERMS & CONDITIONS

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

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



## BOOTH DIAGRAM





# Exhibitor Ordering Guide

BOSTON CONVENTION & EXHIBITION CENTER

*Prepared Exclusively for:*

American Society of Anesthesiologists 2017 Annual Meeting  
October 21-23, 2017



*Signature*  
**BOSTON™**

Remarkable experiences.  
Imagination realized.™

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# Introduction

## **On behalf of the Massachusetts Convention Center Authority, welcome to Boston!**

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com), and we will be happy to assist you!

# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order three phase 100 amp service and higher, please contact MCCA exhibitor services for availability.		
208v single phase 30 amp (nema l21-30p)	\$318.00	\$397.00
208v single phase 60 amp	\$606.00	\$757.00
208v single phase 100 amp	\$930.00	\$1,163.00
208v three phase 30 amp (nema l21-30p)	\$576.00	\$720.00
208v three phase 60 amp	\$870.00	\$1,087.00
Note: Any 100+ Amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.		
208v three phase 100 amp	\$1,380.00	\$1,724.00
208v three phase 200 amp	\$2,632.00	\$3,289.00
208v three phase 400 amp	\$4,648.00	\$5,809.00
480v three phase 30 amp	\$877.00	\$1,096.00
480v three phase 60 amp	\$1,521.00	\$1,901.00
480v three phase 100 amp	\$2,808.00	\$3,510.00
480v three phase 200 amp	\$5,581.00	\$6,976.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD
<b>500 watt box</b> One 5 amp circuit and one receptacle or plug point	\$111.00	\$139.00
<b>1000 watt box</b> One 10 amp circuit and two receptacles or plug points	\$146.00	\$183.00
<b>2000 watt box</b> One 20 amp circuit and a minimum of three receptacles or plug points	\$182.00	\$227.00
<b>4000 watt box</b> Two 20 amp circuits with a minimum of three receptacles or plug points	\$211.00	\$263.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
<b>25' round extension cords</b> 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.  <i>* Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$32.00	\$40.00
<b>24 hour power</b> If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.  In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate	

## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the BCEC. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Monday-Friday 8am-4pm (except holidays)  
\$70.00
  - » All other times, including holidays  
\$105.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

### **If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop . . . . . 250-550 watts
- Lead Retrieval . . . . . 300-500 watts
- Standard Plasma TV . . . . . 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.



# Telephone Services

*The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.*

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD
<b>Single-Line Service (Analog)</b> Service includes one phone number and a complimentary simple handset. Line usage included.	\$287.00	\$358.00
<b>Multi-Line Service (Digital)</b> Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$417.00	\$521.00
<b>Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$320.00	\$400.00
<b>Polycom Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$371.00	\$464.00
<b>Fax Machine Phone Service (Analog)</b> Service includes one phone line and rental of a plain paper fax machine with copy capabilities. Line usage included.	\$422.00	\$528.00

ADDITIONAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
<b>Call Waiting (per phone line)</b> Allows user to know when another call is coming in.	\$50.00	\$62.50
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$62.50
<b>ISDN/BRI Service</b> ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.	\$300.00	\$375.00
<b>Polycom Videoconference Rental w/IP Connect Service</b> This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,100.00	\$1,600.00
<b>Polycom Videoconference Rental w/ISDN</b> This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. The service includes three 128k ISDN lines. Line usage will be billed per the selected carriers rate after the close of the show.	\$2,000.00	\$2,500.00

## INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

### Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Monday-Friday 8am-4pm (except holidays)  
\$80.00
  - » All other times, including holidays  
\$120.00

## FREQUENTLY ASKED QUESTIONS

### How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

### I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial “9” before your credit card company’s number.

### How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$935.00	\$1,000.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the Basic service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,620.00	\$5,300.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$7,810.00	\$9,000.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,450.00	\$12,000.00
<b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$15,400.00	\$17,700.00

<b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$20,460.00	\$23,530.00
<b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$25,410.00	\$29,250.00
<b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$30,250.00	\$34,800.00
<b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$35,200.00	\$40,500.00
<b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$39,820.00	\$45,800.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD
<b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$336.00	\$420.00
<b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$470.00	\$588.00
<b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$104.00	\$130.00
<b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$355.00	\$444.00
25' CAT 5e Cable	\$45.00	\$56.00
50' CAT 5e Cable	\$61.00	\$78.00
100' CAT 5e Cable	\$96.00	\$120.00
Coupler	-	\$20.00

TECHNICAL SERVICES *	DISCOUNT	STANDARD
<b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast cable. Service is provided to booth from floor boxes or columns.	\$245.00	\$307.00
<b>CATV Tuner Rental (Only available at the BCEC)</b> For TVs that are not cable ready (including some plasmas) the CATV Tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.	\$56.00	\$70.00
<b>CATV Tap Box Rental</b> A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.	\$200.00	\$250.00

\* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep Monday-Friday 8am-4pm (except holidays) \$100.00
  - » Tech Rep All other times, including holidays \$150.00
  - » Network Engineer Monday-Friday 8am-4pm (except holidays) \$130.00
  - » Network Engineer All other times, including holidays \$195.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.

- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the



services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### **I ordered a Managed Service that required IP Addresses.**

#### **How and when do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

*The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.*

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b>PACKAGE RIGGING SOLUTIONS</b> The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,550.00	\$1,684.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$1,794.00	\$1,988.00
<b>Team Labor Hour</b> Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$244.00	\$304.00

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

*\* For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.		
Truss 5’ Section – Silver 12”x12” Box	\$25.00	\$30.00
Truss 8’ Section – Silver 12”x12” Box	\$40.00	\$48.00
Truss 10’ Section – Silver 12”x12” Box	\$50.00	\$60.00
Truss 5’ Section – Black 12”x12” Box	\$35.00	\$42.00
Truss 8’ Section – Black 12”x12” Box	\$56.00	\$67.00
Truss 10’ Section – Black 12”x12” Box	\$70.00	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$45.00	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$72.00	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$90.00	\$108.00
<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.		
Corner Block – Silver 12”x12” Box	\$50.00	\$60.00
Corner Block – Black 12”x12” Box	\$65.00	\$78.00
Corner Block – Silver 20.5”x20.5” Box	\$70.00	\$84.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.	\$35.00	\$42.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.	\$150.00	\$180.00
<b>Motor</b> A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$150.00	\$180.00

<b>Cheeseboro</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$6.00	\$7.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$12.00	\$14.00

<b>LIGHTING FIXTURES</b> A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD
<b>Source 4 Par (575 watt, 750 watt)</b> This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$35.00	\$42.00
<b>Source 4 Leko (575, 750 watt)</b> This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$45.00	\$54.00
<b>Par 64 (1000 watt)</b> The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$30.00	\$36.00

<b>CUSTOM LIGHTING SOLUTIONS</b> Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD
<b>Small Lighting Kit (4-6 lights)</b>	\$185.00	\$212.00
<b>Medium Lighting Kit (7-11 lights)</b>	\$325.00	\$390.00
<b>Large Lighting Kit (12-15 lights)</b>	\$450.00	\$540.00
<b>X-Large Lighting Kit (16-20 lights)</b>	\$550.00	\$660.00

<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b> These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.  Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD
Dimmer Control 1.2 x 4	\$80.00	\$96.00
Dimmer Control 2.4 x 12	\$150.00	\$180.00
Dimmer Control 2.4 x 24	\$320.00	\$384.00

## Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$67.00	\$100.50	\$134.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$600.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.



## FREQUENTLY ASKED QUESTIONS

### How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

# Plumbing Services

*The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.*

PLUMBING SERVICES	DISCOUNT	STANDARD
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$299.00	\$374.00
<b>Additional Water Connections</b> Exhibitors requiring more than an individual water connection should order each additional connection as needed.	\$175.00	\$219.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to ¾” line size.	\$299.00	\$374.00
<b>Additional Drain Connections</b> Exhibitors requiring more than an individual drain connection should order each additional connection as needed.	\$160.00	\$200.00
<b>Fill and Drain 0-100 Gallons</b> Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.	\$150.00	\$187.50
<b>Each Additional 500 Gallons</b>	\$104.00	\$130.00

SINK RENTALS	DISCOUNT	STANDARD
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$600.00	\$750.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$800.00	\$1,000.00
<b>Large Hot &amp; Cold Water Sink</b> Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.	\$1,000.00	\$1,250.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$365.00	\$456.00
<b>Additional Connection</b> Exhibitors who require more than an individual connection should order additional connections as needed.	\$188.00	\$235.00

<b>OTHER COMPRESSED GASES</b> The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in.		
20 Lbs Dry or Liquid CO <sub>2</sub>	\$154.00	\$184.50
50 Lbs Dry or Liquid CO <sub>2</sub>	\$167.00	\$200.50
Dry Nitrogen 300 ft <sup>3</sup>	\$206.00	\$247.75

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

- » Monday-Friday 8am-4pm (except holidays)  
\$70.00
- » All other times, including holidays  
\$105.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617.954.2382).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

*The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.*

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD
<b>Per Hour Per Officer</b> The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$22.50	\$27.00

## FREQUENTLY ASKED QUESTIONS

### When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

### Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.



## **APPENDIX — SERVICE ORDER FORMS**

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## **APPENDIX —**

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## Exhibitor Order Form Electrical Services

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

### STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
500 Watt Box (5 amps)		\$111.00	\$139.00		+50% rate		\$139.00		\$208.50	
1000 Watt Box (10 amps)		\$146.00	\$183.00		+50% rate		\$183.00		\$274.50	
2000 Watt Box (20 amps)		\$182.00	\$227.00		+50% rate		\$227.00		\$340.50	
4000 Watt Box (20 amps x 2)		\$211.00	\$263.00		+50% rate		\$263.00		\$394.50	

### STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Onsw						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$318.00	\$397.00		+50% rate		\$397.00		\$595.50	
208V Single Phase 60 Amp		\$606.00	\$757.00		+50% rate		\$757.00		\$1,135.50	
208V Single Phase 100 Amp		\$930.00	\$1,163.00		+50% rate		\$1,163.00		\$1,744.50	
208V Three Phase 30 Amp		\$576.00	\$720.00		+50% rate		\$720.00		\$1,080.00	
208V Three Phase 60 Amp		\$870.00	\$1,087.00		+50% rate		\$1,087.00		\$1,630.50	
208V Three Phase 100 Amp		\$1,380.00	\$1,724.00		+50% rate		\$1,724.000		\$2,586.00	
208V Three Phase 200 Amp		\$2,632.00	\$3,289.00		+50% rate		\$3,289.00		\$4,933.50	
208V Three Phase 400 Amp		\$4,648.00	\$5,809.00		+50% rate		\$5,809.00		\$8,713.50	
480V Three Phase 30 Amp		\$877.00	\$1,096.00		+50% rate		\$1,096.00		\$1,644.00	
480V Three Phase 60 Amp		\$1,521.00	\$1,901.00		+50% rate		\$1,901.00		\$2,851.50	
480V Three Phase 100 Amp		\$2,808.00	\$3,510.00		+50% rate		\$3,510.00		\$5,265.00	
480V Three Phase 200 Amp		\$5,581.00	\$6,976.00		+50% rate		\$6,976.00		\$10,464.00	
25' Round Extension Cord		\$32.00	\$40.00							

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Total Due: \$

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## Exhibitor Order Form Telephone Services

Effective July 1, 2016

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycorn Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycorn Video Conference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycorn Video Conference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	
				Total Due: \$

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## Exhibitor Order Form Internet & Technical Services

Effective July 1, 2016

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

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$935.00	\$1,000.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$4,620.00	\$5,300.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$7,810.00	\$9,000.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$10,450.00	\$12,000.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$15,400.00	\$17,700.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$20,460.00	\$23,530.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$25,410.00	\$29,250.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$30,250.00	\$34,800.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$35,200.00	\$40,500.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$39,820.00	\$45,800.00	

CONTINUED ON PAGE 28

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$336.00	\$420.00	
Fiber Patch/ Booth to Booth Connection			\$470.00	\$588.00	
Switch	8 port		\$104.00	\$130.00	
	24 port		\$355.00	\$444.00	
25' CAT 5e Cable			\$45.00	\$56.00	
50' CAT 5e Cable			\$61.00	\$78.00	
100' CAT 5e Cable			\$96.00	\$120.00	
Coupler			-	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$245.00	\$307.00	
CATV Tuner Rental (Only available at the BCEC)			\$56.00	\$70.00	
CATV Tap Box Rental			\$200.00	\$250.00	
					Total Due: \$

SIGNATURE \_\_\_\_\_

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## Exhibitor Order Form Rigging Services

Effective July 1, 2016

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

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

### ITEM DESCRIPTION & INFORMATION

\*\*Description of Item (Sign, Banner, Truss, etc.)

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? <b>YES NO</b>		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

### PACKAGE RIGGING SOLUTIONS

Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

### CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE\*)

\*For any of the services below, please contact JCALPRO at 617.954.2345.

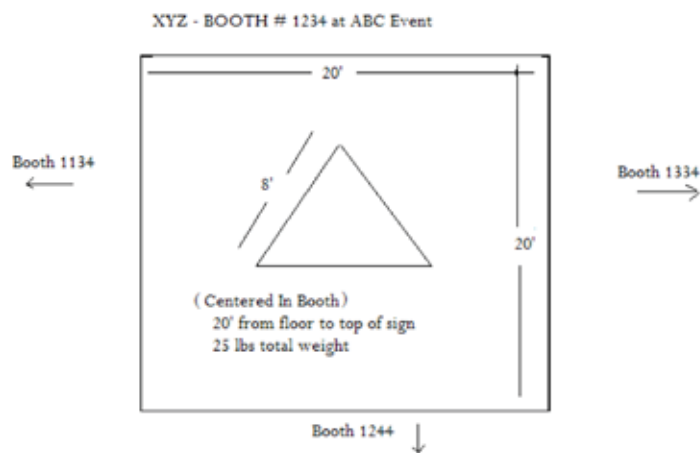
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

CONTINUED ON PAGE 29

### CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE\*)

\*For any of the services below, please contact JCALPRO at 617.954.2345.

Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko – (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
				<b>Total Due: \$</b>



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE \_\_\_\_\_

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**Exhibitor Order Form  
Plumbing Services**

Effective July 1, 2015

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*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**WATER AND DRAIN SERVICES**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$299.00	\$374.00	
	Additional Connection			\$175.00	\$219.00	
Drain Up to ¾" line	Individual Connection			\$299.00	\$374.00	
	Additional Connection			\$160.00	\$200.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$104.00	\$130.00	

**SINK RENTALS**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	

**COMPRESSED AIR AND GASSES**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$365.00	\$456.00	
	Additional Connection			\$188.00	\$235.00	
CO2	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft3 Tank (Dry)			\$206.00	\$247.75	

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**Total Due: \$**

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## Exhibitor Order Form Security Services

Effective July 1, 2015

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

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
				\$22.50	\$27.00	
			Total Man Hours:	Total Due: \$		

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# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the BCEC – including exhibitors traveling to the BCEC, unloading exhibitor-related cargo and parking at the BCEC – must be credentialed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical buss ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.



## BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
  - a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
  - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

## CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

## CANDLES

Candles are not permitted.

## CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

## COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

## EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire hazards and are prohibited for use in the BCEC:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be

used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.

- b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to

maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

## LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

## FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the BCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

## Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

## GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the BCEC. Additionally, adhesive-backed decals may not be given away or utilized.

## GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2222.

## GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other

structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

### HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

### LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## MATERIAL HANDLING

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

## MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

### MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

#### Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

### MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Event Guide.

### MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

#### Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.



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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

*Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:*

- A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
  - A flame retardant open mesh material with a minimum 70% opening
  - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
  - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
  3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

#### **PROTECT YOUR EXHIBIT AND MATERIALS**

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.

8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

#### **SMOKING**

The BCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

#### **SOLICITATIONS**

No solicitations or collections are permitted in the BCEC.

#### **VEHICLES AND OTHER MOTORIZED EQUIPMENT**

Vehicles that are to be brought into the BCEC must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.

3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The BCEC is the exclusive provider of the following services: food & beverage, cleaning, medical, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to an exhibitor and should be ordered through your Exhibitor Services Center. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms.

Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at [www.signatureboston.com](http://www.signatureboston.com). For more information, Exhibitor Services can be contacted at 617.954.2230 or [exhibitorservices@signatureboston.com](mailto:exhibitorservices@signatureboston.com).

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your Exhibitor Kit.

## ATMS

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market, and on Level o East.

## AUDIO/VISUAL SERVICES

The BCEC offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking

spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten-minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

### TAXI AND RIDESHARE INFORMATION

MMCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. Level One, North Entrance at 415 Summer Street is the

required location for taxicab drop-off and pick-up. This taxi stand location will be separate from the other transportation operations for the event. MCCA Transportation staff will monitor the volume of taxis, and will request more from the taxicab companies as needed throughout the event.

Rideshare vehicles (such as Uber & Lyft, etc.) are only permitted to pick up and drop off at designated locations. These locations are event-specific, and will appear in the app when you open it to request a vehicle. Signs will be posted throughout the BCEC to direct you to the proper pick-up location.

### **PRIVATE CHARTER SERVICE**

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

### **PARKING**

The BCEC currently maintains 1,343 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC. In-and-out privileges are only available to those who purchase Exhibitor Parking Passes (only offered for select events, please contact Exhibitor Services with any questions). Any vehicle left at the BCEC overnight is subject to tow at the owner's expense.

For larger events where the amount of parking available on-site is expected to be insufficient to meet the needs of a particular event, the MCCA Transportation Department will work with local parking lots and garages to create an overflow parking plan. Vehicles will be sent off-site, and attendees will be provided with either walking directions back to the BCEC or a shuttle depending on the distance of the parking lot from the BCEC.

Please note that during events where parking is expected to fill the MCCA will restrict parking on-site to single-spaced vehicles only. Exhibitors arriving with box trucks or vehicles with trailers in tow will be directed to park off-site, and will not be permitted into the South lot until the conclusion of the event.

### **PARKING ON LOADING DOCK**

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

### **ADA PARKING**

There is an ADA area in the South Parking Lot, in the rear of the facility. Parking is available in these spaces for the same rate as standard self-parking. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the BCEC through the Southeast lobby.

# Levy Restaurants BCEC Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Boston Convention & Exhibition Center (BCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the BCEC. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the BCEC and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/ booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the BCEC from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
415 Summer Street | Boston MA 02210 | Tel. 617.954.2382 | Fax 617.954.2159





# THE UNEXPECTED AWAITS

**BOSTON CONVENTION  
& EXHIBITION CENTER**

**JOHN B. HYNES VETERANS  
MEMORIAL CONVENTION CENTER**

EXHIBITOR CATERING MENU 2016 – 2017

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*Levy Restaurants*

# PLAN WITH EASE

To help facilitate your event planning, our policies and procedures are provided below.

## THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

### GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

### CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable, disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable, disposable ware.

### BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Alcohol cannot be brought into or removed from the premises.

### LINEN SERVICE & DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

### SPECIALTY EQUIPMENT

Specialty equipment such as water coolers and espresso machines are available.

Please contact your Catering Sales Manager for options.

### INCENTIVE PRICES

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

### SAMPLING

Food and/or beverage products may be sampled without waiver fee, if the product being sampled is manufactured, produced or distributed by the exhibiting company.

Sample sizes are as follows:

*Alcohol:* Contact your Catering Sales Manager

*Food:* Not more than 2 ounces

*Non-Alcoholic Beverages:* Not more than 4 ounces

### TABLES AND ELECTRICAL NEEDS

Levy Restaurants Exhibitor Catering does not supply tables or electrical needs for your booth. Please contact your service contractor.

## CONTACT

**JOHN B. HYNES VETERANS  
MEMORIAL CONVENTION CENTER**  
900 Boylston Street  
Boston, MA 02199  
(617) 954-2189

**BOSTON CONVENTION &  
EXHIBITION CENTER**  
415 Summer Street  
Boston, MA 02210  
(617) 954-2382







## YOUR EXECUTIVE CHEFS

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### CHRISTOPHER PULLING

Executive Chef Christopher Pulling brings the taste of New England alive at the Boston Convention & Exhibition Center. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local seafood selections direct from the waterfront are complemented by hearty local favorites, serving up a melting pot of Boston flavors on every plate.

A graduate of the prestigious Culinary Institute of America, Christopher holds a degree in Hospitality and Culinary Arts, earned the title of Certified Executive Chef and Certified Culinary Administrator through the American Culinary Federation and holds a Certificate of Achievement in Advanced Baking and Pastry through the French Culinary Institute in NYC.

Christopher began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Christopher was selected to the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 All-Star Game and Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

A veteran of the hospitality industry, Christopher brings 12 years of hotel and resort experience to the Levy family table. In his eight years with Hyatt Hotels and Resorts, Christopher earned numerous management awards, including Department of the Year. Two years at Destination Hotels & Resorts in Vail, Colorado, and an Area Chef position at Bristol Hotels & Resorts round out his experience.

### TIMOTHY ELDERKIN

Executive Chef Timothy Elderkin embraces the bounty of New England ingredients and its distinctive cuisine at the John B. Hynes Veterans Memorial Convention Center. Warm hospitality and excellent food are the priority for Chef Elderkin and his hyper capable team, who serve a wide variety of events at the high volume convention center.

A native New Englander, Chef Elderkin was born and raised in Cumberland, RI, where his passion for the outdoors was equal only to his enthusiasm for the local cuisine. In 2001, he received an Associates of Science Degree in Culinary Arts and a Bachelor's of Science Degree in Food Service Management from Johnson and Wales University.

Following culinary school, Tim remained local before moving to Boston in 2003 to continue developing his career. As Sous Chef at Fenway Park in 2004, Chef Tim was a hugely proud part of the Boston Red Sox team that brought home the first Championship in 86 years.

In 2010, Tim made another big move, transitioning to Levy Restaurants at the John B Hynes Veterans Memorial Convention Center. Working closely with Chefs Matt Roach and Chris Pulling for over three years, positioned Chef Tim to attain the prestigious Executive Chef position at Hynes. Tim's energy paired with a natural sense of hospitality creates a stellar experience for each and every center attendee. Since 2010, Chef Tim has supported several exciting events including the 2011 Wells Fargo Championship in Charlotte, NC and the 2012 Food City 500 in Bristol, TN.

## EXPECT EXTRAORDINARY

Take a seat at our family table, where over 30 years of culinary and hospitality experience come together. Our business is creating the unforgettable and we understand every event stands alone. Experience our heartfelt hospitality and award-winning food in stunning surroundings, scaled to your needs and tailored to your taste.

# EXHIBITOR CATERING MENU

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### SIGNATURE BOSTON ITEMS

*This symbol represents Signature Boston food and beverage items; try any of these for a taste of what our city has to offer!*

Levy Restaurants



# MADE-TO-ORDER MORNINGS

*Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!*

*All Continental breakfasts include New England Coffee and an assortment of hot teas.*

**NEW ENGLAND COFFEE**  
Perfect Coffee Served Every Day

	INCENTIVE PRICE	STANDARD PRICE
<b>TRADITIONAL CONTINENTAL BREAKFAST</b> <ul style="list-style-type: none"> <li>• Orange and cranberry juices</li> <li>• Selection of individual low-fat yogurts</li> <li>• Breakfast breads and Danish</li> <li>• Sweet butter and fresh fruit preserves</li> <li>• New England Coffee and an assortment of hot teas</li> </ul>	20.00 PER PERSON	22.00 PER PERSON
<b>BREAKFAST BURRITO</b> Breakfast burrito filled with farm fresh scrambled eggs, pico de gallo and Chihuahua cheese	72.00 PER DOZEN	80.00 PER DOZEN
<b>BACON, EGG AND CHEESE SANDWICH</b> Bacon with Cheddar cheese and scrambled eggs on a buttery croissant	72.00 PER DOZEN	80.00 PER DOZEN
<b>SCONES</b> Spiced apple, blueberry, cranberry-orange and ginger	45.00 PER DOZEN	49.50 PER DOZEN
<b>MUFFIN TOPS</b> Low-fat and whole grain	45.00 PER DOZEN	49.50 PER DOZEN
<b>DANISH PASTRIES</b> Fruit and cheese filled	45.00 PER DOZEN	49.50 PER DOZEN
<b>BAGEL SHOP</b> Fresh-baked bagels with low-fat and plain cream cheese <i>*Power Requirements - (1) 110v/20amp outlet</i>	45.00 PER DOZEN	49.50 PER DOZEN
<b>BREAKFAST BREADS</b> Assorted breakfast breads served with sweet butter and fruit preserves	45.00 PER DOZEN	49.50 PER DOZEN
<b>MARKET FRESH FRUIT PLATTER</b> Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-yogurt dipping sauce (serves 10 guests)	50.00 PER PLATTER	55.00 PER PLATTER

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employee.

Before placing your order, please inform your server if a person in your party has a food allergy.



# SNACKS

	INCENTIVE PRICE	STANDARD PRICE
GRANOLA BARS	24.00 PER DOZEN	27.00 PER DOZEN
HERSHEY'S KISSES	12.00 PER POUND	14.00 PER POUND
WHOLE FRESH FRUIT	39.00 PER DOZEN	43.00 PER DOZEN
INDIVIDUAL YOGURTS Low-fat and fruit flavored yogurts	45.00 PER DOZEN	48.00 PER DOZEN
INDIVIDUAL GREEK YOGURTS Low-fat Greek and fruit flavored yogurts	57.00 PER DOZEN	62.00 PER DOZEN
ASSORTED CANDY BARS (FULL SIZED)	36.00 PER DOZEN	40.00 PER DOZEN
INDIVIDUAL BAGS OF CHIPS AND SNACKS	36.00 PER DOZEN	40.00 PER DOZEN

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# BEVERAGES

	INCENTIVE PRICE	STANDARD PRICE
<b>NEW ENGLAND COFFEE AND TEA</b> Fresh-brewed New England Coffee, decaffeinated coffee and assorted hot tea	59.00 PER GALLON	64.00 PER GALLON
<small>NEW ENGLAND COFFEE</small> <b>WICKED GOOD HOT CHOCOLATE</b> Mini marshmallows, chocolate shavings and whipped cream	59.00 PER GALLON	64.00 PER GALLON
<b>HOT APPLE CIDER</b> Orange zest and cinnamon sticks	59.00 PER GALLON	64.00 PER GALLON
<b>FRESH LEMONADE</b>	44.00 PER GALLON	48.00 PER GALLON
<b>BLENDED LEMONADES</b> Strawberry, cranberry lime, lavender or lemon basil (minimum 3 gallons one flavor)	44.00 PER GALLON	48.00 PER GALLON
<b>CLASSIC ICED TEA</b>	44.00 PER GALLON	48.00 PER GALLON
<b>BLENDED ICED TEA</b> Raspberry, peach or mango mint served with fresh lemon wedges (minimum 3 gallons one flavor)	44.00 PER GALLON	48.00 PER GALLON
<b>SPA WATER REFRESHER</b> Natural spring water infused with fresh fruit	45.00 PER GALLON	50.00 PER GALLON
<b>AQUAFINA BOTTLED WATER (16.9 OZ.)</b>	90.00 PER CASE	99.00 PER CASE
<b>BOTTLED JUICES (15.2 OZ.)</b> Orange, cranberry, and apple	90.00 PER CASE	99.00 PER CASE
<b>ASSORTED PEPSI PRODUCTS (12 OZ.)</b>	90.00 PER CASE	99.00 PER CASE
<b>FLAVORED POLAND SPRINGS SPARKLING WATER (16.9 OZ.)</b>	90.00 PER CASE	99.00 PER CASE
<b>5-GALLON WATER JUG</b>	35.00 EACH	38.50 EACH
<b>WATER COOLER RENTAL</b> <i>*Power Requirements: 110v/20amps</i>	75.00 PER DAY	83.00 PER DAY
<b>CUBED ICE (5 LB. BAG)</b>	6.00 PER BAG	7.00 PER BAG

## OTHER EXHIBITOR SERVICES

### BOTTLED WATER WAIVER FEE

A waiver fee of \$2.00 per bottle applies to any exhibitor bringing in logo bottles of water. Waiver is priced per bottle – Please contact your Catering Sales Manager for details.

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# SWEETS



	INCENTIVE PRICE	STANDARD PRICE
<b>WHOOPIE PIES</b> Chocolate, carrot cake and red velvet	35.00 PER DOZEN	39.00 PER DOZEN
<b>BCEC JUMBO COOKIES</b> Freshly baked jumbo cookies! Peanut butter, chocolate chunk and oatmeal raisin cookies	38.00 PER DOZEN	42.00 PER DOZEN
<b>THE HYNES COOKIES</b> A smaller version of our fresh-baked cookies! Peanut butter, chocolate chunk and oatmeal raisin cookies	27.00 PER DOZEN	30.00 PER DOZEN
<b>GOURMET BROWNIES</b> Espresso, chocolate chunk, turtle and fudge	38.00 PER DOZEN	42.00 PER DOZEN
<b>MACAROON MADNESS</b> Vanilla, pistachio, coffee, raspberry, lemon and chocolate	37.00 PER DOZEN	41.00 PER DOZEN
<b>GOURMET CUPCAKE BAR</b> A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean	57.00 PER DOZEN	63.00 PER DOZEN
<b>RICE KRISPY TREATS</b> Classic, hand-dipped chocolate and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
<b>GOURMET DESSERT BARS</b> Raspberry, blueberry, lemon and nut- filled bars	38.00 PER DOZEN	42.00 PER DOZEN
<b>CHEESECAKE LOLLIPOPS</b> Assorted flavors	42.00 PER DOZEN	47.00 PER DOZEN
<b>MINI CANNOLI</b>	38.00 PER DOZEN	42.00 PER DOZEN
<b>GOURMET CHOCOLATE TRUFFLES</b> Raspberry, white chocolate, mocha, Bavarian cream, caramel and dark chocolate	38.00 PER DOZEN	42.00 PER DOZEN
<b>CHOCOLATE COVERED STRAWBERRIES</b>	60.00 PER DOZEN	66.00 PER DOZEN

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# CHEF'S TABLES

*Minimum of 20 guests per selection. All Chef's Tables include disposable ware. Beverages are not included*

## LITTLE ITALY

- Tomato Basil Soup
- Vegetable Chopped Salad – Honey Dijon vinaigrette
- Pesto Pasta Salad
- Wood Roasted Chicken
- Penne Primavera
- Grilled Asparagus
- Garlic bread
- Tiramisu & Cannolis

INCENTIVE PRICE – 30.00 PER PERSON

STANDARD PRICE – 33.00 PER PERSON



## TASTES OF NEW ENGLAND

- Legal Sea Food clam chowder with oyster crackers!
- Field Greens Salad with Balsamic and Ranch Dressings
- Garlic Poached Fingerling Potato Salad
- Braised Short Ribs – Cranberry reduction & Parmesan polenta
- Four-Cheese Macaroni & Cheese
- Honey Glazed Carrots
- Assorted Whoopie Pies

INCENTIVE PRICE – 30.00 PER PERSON

STANDARD PRICE – 33.00 PER PERSON

## FARM STAND SANDWICH & SALAD TABLE

- Harvest Grain Salad
- Classic Caesar Salad – Romaine hearts, traditional dressing, garlic croutons and shaved Parmesan cheese
- Italian Bulkie – Shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and Provolone with herb aioli
- Tuscan Chicken – Grilled herb marinated chicken, oven-dried tomato, balsamic onions and Provolone on rosemary focaccia
- Vegetable Salad Sandwich – Pesto aioli and baby spinach on a croissant
- Kettle-Style Potato Chips & BBQ Chips
- Assorted Dessert Bars

INCENTIVE PRICE – 28.00 PER PERSON

STANDARD PRICE – 31.00 PER PERSON

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# BOX LUNCHES

*A great option for the grab and go lunch!*

	INCENTIVE PRICE	STANDARD PRICE
<b>BOX LUNCHES</b>		
• Smoked Turkey on Wheat Bread – Bacon, tomato, lettuce and herb aioli	32.00 EACH	35.00 EACH
• Roast Sirloin of Beef on Focaccia – Tomatoes, sweet onion jam and Boursin cheese	32.00 EACH	35.00 EACH
• Grilled Chicken on Focaccia – Spinach, herb aioli and Provolone cheese	32.00 EACH	35.00 EACH
• Ham and Swiss on Pretzel Bread	32.00 EACH	35.00 EACH
• “ZLT” Flatbread Sandwich – Grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto	32.00 EACH	35.00 EACH
• Italian Chopped Salad – Grilled chicken, crispy bacon, romaine, radicchio, tomato, red onion, ditalini and crumbled blue cheese with honey Dijon vinaigrette	32.00 EACH	35.00 EACH
EACH LUNCH INCLUDES:		
• Aquafina water or canned Pepsi products		
• Whole Fresh Fruit		
• Bag of Cape Cod Chips		
• <b>Dancing Deer Cookie</b>		
	INCENTIVE PRICE	STANDARD PRICE



<b>BISTRO BOXES</b>		
• Artisan cheese, gourmet crackers and seasonal fruit with honey and vanilla yogurt dip	18.00 EACH	20.00 EACH
• Seasonal vegetable crudité with roasted pepper hummus, sea salt edamame and pita chips	12.00 EACH	14.00 EACH
• Dry-aged salami, prosciutto and coppa ham, aged Provolone, cherry peppers, grilled focaccia and sun-dried tomato oil	20.00 EACH	24.00 EACH
• Fresh Mozzarella and vine-ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, cauliflower and cauliflower served with basil	20.00 EACH	24.00 EACH

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# RECEPTION HORS D'OEUVRES

*Prices shown below are incentive prices and applicable to all orders placed at least 21 days prior to show start. Orders placed less than 21 days prior to show start are subject to standard pricing. 50 piece minimum per item.*



## NEW ENGLAND SPECIALTIES

- **New England Johnny Cakes – Sage crème fraîche, roasted corn salad and micro greens** 3.50 PER PIECE
- **Surf and Turf Brochettes – Butter poached Maine lobster tail and herb-ash crusted petite filet of beef with blood orange béarnaise** 7.00 PER PIECE
- **Slow-Cooked Boston Baked Beans – Caramelized onions and brown bread** 3.00 PER PIECE
- **Individual Yankee Pot Roast – Braised beef tips, sweet peas, carrots and potatoes topped with mini buttermilk herb biscuits** 4.00 PER PIECE
- **BBQ Oyster – Charred corn, smoky bacon and citrus aioli** 5.00 PER PIECE

## CHEF'S FAVORITES

- **Sun-Dried Tomato Palmiers – Grated Parmigiano Reggiano and fire-roasted pepper tapenade** 3.50 PER PIECE
- **Blue Cheese and Roasted Apple Beignets – Hard cider gastrique** 3.50 PER PIECE
- **Chop Chop Asparagus Panzanella Tart – Micro bread salad in a tomato basil tart shell** 3.50 PER PIECE

## FLATBREADS AND FLATINIS

- **Southwest Inspired Flatbreads – Roasted corn, cilantro, beans and roasted peppers** 3.50 PER PIECE
- **Fig and Blue Cheese Flatbread – Sweet imported fig preserves, creamy blue cheese and green onions** 4.50 PER PIECE
- **Chicken Pesto Flatbread – Fresh pesto, diced chicken, tender artichoke hearts, sun-dried tomatoes and Asiago cheese** 4.50 PER PIECE
- **Mini Reuben Flatini – Corned beef, sauerkraut and Swiss cheese on lightly toasted flatbread** 4.50 PER PIECE

## RETRO MINIS – CLASSIC FAVORITES

- **Mini Caramelized Onion Tatins – Goat cheese fondue and balsamic crème** 3.50 PER PIECE
- **Beef Wellington Bites – Horseradish cream** 5.00 PER PIECE
- **Frank 'n Blanket – Cocktail sausage and flaky puff pastry** 3.00 PER PIECE
- **Chicken Cordon Blue – Smoked ham and blue cheese sauce** 3.50 PER PIECE

## STUFFED MUSHROOMS

- **Fennel Sausage and Garlic Bread Crumbs** 4.00 PER PIECE
- **Grilled Vegetable** 4.00 PER PIECE
- **Maine Lobster** 5.50 PER PIECE

## SUMPTUOUS SATAYS

- **Ginger Chicken – Sweet chili sauce** 4.50 PER PIECE
- **Sizzling Short Rib – Thai peanut sauce** 5.00 PER PIECE
- **Basil-Garlic Shrimp – Chili lime mint sauce** 5.00 PER PIECE

## MINI CHILLED SHRIMP SHOOTERS

- **Classic Fisherman's Wharf-Style – Lemon horseradish cocktail sauce** 6.00 PER PIECE
- **Bayou-Blackened – Rémooulade sauce** 6.00 PER PIECE
- **Pesto-Marinaded – Lemon aioli** 6.00 PER PIECE

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#### MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.50 PER PIECE
- Firehouse Burger – Bacon and barbecue sauce 5.50 PER PIECE
- Gourmet Burger – Truffle aioli and Gruyère cheese 5.50 PER PIECE

#### COASTAL FAVORITES

- **Deviled Quail Eggs – Maine lobster “Louie” with lemon aioli** 7.00 PER PIECE
- **Signature Crab Cakes – Lemon aioli** 6.00 PER PIECE
- **Seared Sesame Tuna Wonton – Seaweed salad and wasabi cream** 6.00 PER PIECE
- **Smoked Salmon Cracker – Crème fraîche, capers and red onion** 6.00 PER PIECE

#### GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – Artisan olive oil 4.00 PER PIECE
- Whipped Ricotta – Olive salad 4.00 PER PIECE
- Beef Carpaccio – Garlic aioli and Parmesan 4.00 PER PIECE

#### QUESADILLAS

- House-Smoked Brisket and Cheddar Cheese – Avocado crema 4.50 PER PIECE
- Ancho Chicken and Jack Cheese – Salsa verde 4.50 PER PIECE
- Baby Spinach and Mushroom – Pico de gallo 4.50 PER PIECE

#### SPOONS

- Ahi Tuna Tartare – Lemon olive oil, capers and basil 6.00 PER PIECE
- Classic Steak Tartare – Mustard, egg and shallots 5.00 PER PIECE
- Fresh Crab Salad – Citrus aioli and fresh chives 6.50 PER PIECE

#### HANDCRAFTED MINI SLIDERS

- Slow-Roasted Prime Rib – Smoked Cheddar, caramelized onions and BBQ sauce 5.00 PER PIECE
- Breaded Chicken Parmesan – Marinara and fresh Mozzarella 4.00 PER PIECE
- Homemade Meatloaf – Crispy onions and sautéed wild mushrooms 4.00 PER PIECE

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# RECEPTION DISPLAYS



	INCENTIVE PRICE	STANDARD PRICE
<b>NEW ENGLAND ARTISAN CHEESE DISPLAY</b> The best cheese from the six states of New England, featuring an assortment of hard, soft, fresh and triple crème cheeses, local honey, candied walnuts and preserves with crackers, crostini and grissini (serves approximately 25)	250.00	275.00
<b>ARTISAN CHEESE BOARD</b> Selection of local and imported farmstead cheeses, accompanied by housemade chutneys, local honey, artisan breads and crackers (serves 25)	195.00	215.00
<b>FARMERS MARKET TABLE</b> Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil (serves 25)	210.00	230.00
<b>GARDEN FRESH VEGETABLE BASKET</b> Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks (serves 25)	175.00	192.50
<b>ANTIPASTI</b> Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbreads, crostini and breadsticks (serves 25)	225.00	247.50
<b>MARKET FRESH FRUIT PLATTER</b> Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry yogurt sauce (serves 10)	50.00	55.00
<b>RAW BAR</b> A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aioli, rémoulade sauce and specialty hot sauces <ul style="list-style-type: none"> <li>• Jumbo shrimp</li> <li>• Fresh oysters</li> <li>• Crab legs</li> </ul>	MARKET PRICE	
<b>SMOKED SALMON</b> A great addition to the raw bar! Pastrami-smoked salmon served with classic garnishes, sliced pumpernickel and crème fraîche (serves 25)	275.00	302.50
<b>SUSHI</b> A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi. Served with seaweed salad, wasabi, pickled ginger and a variety of dipping sauces (serves 25)	395.00	435.00

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# EXHIBITOR FAVORITES AND TRAFFIC PROMOTERS

*Do you need a unique way to make your booth stand out from the crowd? We can help! Let us customize a booth traffic promoter to meet your needs. Here are a few ideas to get you started!*

*NOTE: Exhibitors are responsible for power requirements for all services listed below.*

	INCENTIVE PRICE	STANDARD PRICE
<b>SEASONAL FRUIT SHORTCAKES</b>	84.00 PER DOZEN	92.00 PER DOZEN
<b>LIVE ACTION STATION</b>		
Freshly grilled brioche with seasonal fruit and house made whipped cream served in a mason jar		
Price does not include: Electric, Attendant, Work Space (Table),		
Trash Removal or Clean Up		
<i>*An attendant is required</i>		
<i>*Power Requirements: 110volt/20amps (grill)</i>		
<b>CHOCOLATE CHIP COOKIE STOP</b>	480.00	530.00
Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter.		
Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up		
<i>*An attendant is required</i>		
<i>*Power Requirements: 110volt/20amps (oven)</i>		
<b>ADDITIONAL CASE OF COOKIES</b>	480.00	530.00
<b>ICE CREAM COOLER</b>	480.00	530.00
Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins.		
Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up		
<i>*Power Requirements: 110volt/20amps (cooler)</i>		
<b>ADDITIONAL 120 ASSORTED ICE CREAM BARS</b>	480.00	530.00
<b>CAMPFIRE S'MORES PACKAGE</b>	4.00 PER PERSON	5.00 PER PERSON
On-stage roasted marshmallow sandwich with milk chocolate and graham crackers.		
Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up		
<i>*An attendant is required for this service</i>		
<b>DONUTS AND KEURIG COFFEE*</b>	500.00 PER DAY	550.00 PER DAY
Eight dozen donuts to include chocolate, plain, glazed and butternut.		
Paired with 96 cups of regular, decaf or flavored Keurig K-cups.		
Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up		
<i>*Power Requirements: 110volt/20amps</i>		
<i>*An attendant is optional for this service</i>		
<b>CHLOE'S FRUIT POPS</b>	690.00 PER DAY	760.00 PER DAY
10 dozen assorted popsicles. Flavors to include: Mango, Pear, Strawberry, Dark Chocolate, Blueberry, Banana and Apple		
Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up		
<b>BEN &amp; JERRY'S FLAVORS</b>	810.00 PER DAY	890.00 PER DAY
10 dozen assorted 4 oz. ice cream cups. Flavors to include: Chocolate Chip Cookie Dough, Chocolate Fudge Brownie, Cherry Garcia, Strawberry Cheesecake and Americone Dream (Vanilla Ice Cream with Fudge Covered Waffle Cone Pieces & Caramel Swirl)		
Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up		
<b>DIPPIN' DOTS ICE CREAM</b>	810.00 PER DAY	890.00 PER DAY
10 dozen assorted 3 oz. ice cream packs. Flavors to include: Chocolate, Vanilla, Cookies' n Cream, Chocolate Chip Cookie Dough, and Mint Chocolate		
Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up		
<i>*an attendant is required</i>		
<b>DIPPIN' DOTS YODOOTS FROZEN YOGURT</b>	810.00 PER DAY	890.00 PER DAY
10 dozen assorted 3 oz. frozen yogurt packs. Flavors to include: Chocolate & Vanilla, Cookies' n Cream, and Cookie Dough		
Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up		
<i>*an attendant is required</i>		

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## WICHES OF BOSTON

1,550.00 PER DAY

*Attract crowds to your booth with a magical, cool mist! Starting with the finest ingredients, zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth flavorful creations emerge from a cloud of cool mist. No magic wand, no abracadabra just a touch of modern culinary magic.*

Appropriate supplies to include: rental of "Wiches of Boston" machinery, 2 trained 'mixologists', paper/plastic cups, spoons and napkins

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up  
\*Power Requirements: TBD

### ALL ICE CREAM, FROZEN YOGURT AND SORBETS ARE AVAILABLE IN THE FOLLOWING SIZES:

- 4 OZ. SERVING 6.00 EACH  
\*Minimum order of 250 cups
- 3 OZ. SERVING 4.50 EACH  
\*Minimum order of 350 cups
- 2 OZ. SERVING 3.55 EACH  
\*Minimum order of 450 cups

MAKE IT AN ICE CREAM SANDWICH FOR 1.00 MORE!

ADDITIONAL ORDERS MAY BE PLACED ON-SITE IN 100 CUP INCREMENTS

### ICE CREAM FLAVORS INCLUDE:

#### TRADITIONAL FLAVORS OF:

- Vanilla, Chocolate and Strawberry
- OR
- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies
- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- Rich Italian espresso with lightly salted chocolate brownies
- Lightly salted caramel with praline pecans

### FROZEN YOGURT FLAVORS INCLUDE:

Creamy smooth mango, blueberry, chai or strawberry.

All can be complemented with sweet yogurt dipped pretzels or yogurt covered raisins

### SORBET FLAVORS INCLUDE:

- Raspberry
- Passion fruit
- Mango
- Blood Orange

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### MARKEY LTD ESPRESSO SERVICE

3,200.00 PER DAY

Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. Our friendly crew ensures your guests will have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolates.

*Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar.*

#### POWER REQUIREMENTS:

- Coffee machine: 5kW, 30 Amp at 208 volts
- Grinder: 350W, 5 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts



### MARKEY LTD VEGETABLE & FRUIT JUICE BAR

3,400.00 PER DAY

Two trained baristas will press fresh and seasonal locally sourced fruits and vegetables to produce the most natural of juices. Our menu is designed with nutritional values, taste and color in mind.

#### FLAVORS:

- Orlando Orange: Carrot, Apple, Ginger and Orange Juice
- Green Goddess: Celery, Cucumber, Spinach, Apple and Lemon
- Pink Lady: Apple, Pineapple and Beetroot

*Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each*

#### POWER REQUIREMENTS:

- Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)
- Refrigerator: 2x10 Amp at 115 volts



### MARKEY LTD MILKSHAKE BAR

3,400.00 PER DAY

Traditional, old-fashioned thick and creamy flavorful milkshakes made to order using all-natural ingredients. The Markey Milkshake Bar will keep them coming all day long!

#### FLAVORS:

- Strawberry, Chocolate, Banana, Caramel - Choose any or all!

*Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each*

#### POWER REQUIREMENTS:

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employee.

Before placing your order, please inform your server if a person in your party has a food allergy.

*Prices do not include trash removal and cleaning service.*

*Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service please, let us know.*





### MARKEY LTD ITALIAN GELATO BAR

3,400.00 PER DAY

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors, a perfect attraction to your booth. Our menu of flavors includes intensely delicious dairy-free sorbets and creamy gelato.

#### FLAVORS:

- Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry and Lemon.
- Our Gelato freezer can display up to 6 flavors.*

*Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each*

#### POWER REQUIREMENTS:

- Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hours power supply is required for the Gelato cabinet.

### MARKEY LTD SMOOTHIE BAR

3,400.00 PER DAY

Two trained baristas will cut, shake, stir and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

#### FLAVORS:

- Fantastic 5: Blueberry, Blackberry, Strawberry and Raspberry with Cranberry juice
- Tropic Passion: Mango, Passion Fruit and Watermelon with Orange Juice & Coconut Water
- Zinger: Strawberry, Banana, Lime Juice and Mint with Apple Juice
- Pinkie Deluxe: Strawberry & Morello Cherry with Low-Fat Natural Yogurt

*Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each*

#### POWER REQUIREMENTS:

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

### MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

3,400.00 PER DAY

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar

- Frozen Yogurt Flavors: Non-Fat or Natural Tart base
- Soft Serve Ice Cream: Vanilla
- Toppings for Both: Strawberry, Blueberry, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Caramel and Honey

*Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each*

#### POWER REQUIREMENTS:

- Frozen Yogurt/Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

*Prices do not include trash removal and cleaning service.*

*Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service please, let us know.*



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# EXHIBITOR CATERING ORDER FORM

Please provide the following information to process your order:

EXHIBITING COMPANY INFORMATION				
COMPANY NAME (include booth name if different):				
BILLING ADDRESS:				
CITY, STATE, ZIP CODE:			COUNTRY:	
MAIN TELEPHONE NUMBER:				
MAIN FAX NUMBER:				
EMAIL ADDRESS:				
BOOTH INFORMATION				
EVENT NAME:				
BOOTH NUMBER:			BOOTH SIZE:	
ON-SITE CONTACT NAME:				
ON-SITE CONTACT CELL NUMBER:				
DELIVERY DATE	DELIVERY TIME/ END TIME	ITEM DESCRIPTION	QTY	TOTAL PRICE

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No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Hynes. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION			
CARD TYPE:		<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	BILLING ZIP CODE:
CREDIT CARD NUMBER:			EXP DATE:
SIGNATURE OF CARD HOLDER:		NAME AS APPEARS ON CARD:	

Fax or Scan To: Courtney Dial – Catering Sales Manager  
Levy Restaurants | Boston Convention & Exhibition Center

Phone: 617.954.2296 | Fax: 617.954.2159 | Email: [cdial@levyrestaurants.com](mailto:cdial@levyrestaurants.com)



## Introducing PSAV®

# ANESTHESIOLOGY<sup>®</sup> 2017

BOSTON OCTOBER 21-25

As the official audiovisual provider of ANESTHESIOLOGY<sup>®</sup> 2017, PSAV is proud to partner with you for all your event technology needs.

**Save 20% by placing your order before 9/27!**

### Why PSAV?

Your exhibit environment for ANESTHESIOLOGY<sup>®</sup> 2017 (ASA) is a reflection of your corporate identity and drives your brand promise to potential buyers. As the only official audiovisual provider for American Society Anesthesiologists, PSAV will work to understand your marketing goals and target audience to ensure you achieve your exhibition objectives.

### Cutting-Edge Technology

From 40" monitors to laptops to mapping full-motion graphics on uneven surfaces and everything in between, PSAV offers the latest professional-grade audiovisual technology.

### Better Pricing in 2017

Our 2017 prices are on average 22% less than 2016. We've also added "Combo Packages" to some of our more popular items, to make ordering simple and easy!

### You Can Depend on Us

Our highly trained experienced team will be on the show floor throughout the event to provide technical assistance and to fulfill any last-minute requests using our diverse on-site inventory.

### Safe and Secure Ordering

Our online ordering system shows you your options in a clear, easy-to-understand way. Place your event technology orders with peace of mind, knowing your financial and personal information is safe and secure.

**[Click Here to Order](#)**



### Jake Evans

#### Exhibit Services — PSAV<sup>®</sup>

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- office: 800.966.4498

### Matthew Thomas

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### Stuart Wood

#### Allied Sales — PSAV<sup>®</sup>

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## The smart way to collect leads



App works with all iPhone, iPad and Android devices with this year's and the previous year's operating system.

### CompuLEAD App

Download the app and activate it via a unique activation code on your own smart device

- Transfer activations between your staff's devices
- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- Send your own marketing materials to your leads from the app
- Get personal in-booth training *Additional charges apply*
- Wireless printer *Additional charges apply*



CompuLEAD Tablet



Wireless Printer

### CompuLEAD Tablet

A rental LG tablet equipped with the CompuLEAD app

- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- In-booth delivery, setup and training *Additional charges apply*
- Wireless printer *Additional charges apply*



### atEvent—Sync your leads to Marketing Automation and CRM systems

The atEvent event lead capture solution gives you the tools and insights you need to maximize sales conversions from events.

- Get event leads transferred into your Marketing Automation and CRM systems automatically
- Drive prospect nurturing and near real-time follow-up of sales-ready leads
- NO MORE SPREADSHEETS
- Add Scan badges and business cards
- Capture topics of interests and qualified follow up actions



The ANESTHESIOLOGY<sup>®</sup> Annual Meeting • October 21-25, 2017  
Boston Convention and Exhibition Center • Boston, MA

[compusystems.com/order](http://compusystems.com/order)

The ANESTHESIOLOGY® Annual Meeting • October 21-25, 2017  
Boston Convention and Exhibition Center • Boston, MA

## Packages

	8/22/17 EARLY BIRD	9/7/17 ADVANCE	STANDARD	QTY	TOTAL
<b>CompuLEAD App 3 User Activation</b> (115) • Custom qualifiers and surveys • 15 pieces of literature (15 PDFs, up to 5 MB each) • 5 links to videos	\$575	\$615	\$660	_____	\$ _____
+ Additional User Activations (173B)	\$130	\$130	\$130	_____	\$ _____
<b>CompuLEAD Tablet</b> (114) • Custom qualifiers and surveys • Wireless printer* • Delivery, setup and in-booth training • 15 pieces of literature (15 PDFs, up to 5 MB each) • 5 links to videos	\$760	\$830	\$915	_____	\$ _____
<b>atEvent</b> • Capture detailed prospect information • Marketing automation (Eloqua, Marketo, Hubspot, Pardot) or CRM (Salesforce.com) integration • Event intelligence and sales insights • Unlimited users	\$895	\$945	\$995	_____	\$ _____

## A-la-Carte

<b>CompuLEAD App 3 User Activation</b> (173A) + Additional User Activations (173B)	\$455	\$495	\$545	_____	\$ _____
<b>CompuLEAD Tablet</b> (174A)	\$455	\$495	\$545	_____	\$ _____

## Add-ons

<b>Wireless Printer For App</b> (287A) – Only pairs to 1 device/app at a time	+\$115	+\$130	+\$150	_____	\$ _____
<b>Wireless Printer For Tablet</b> (187A) – Only pairs to 1 device/app at a time	+\$115	+\$130	+\$150	_____	\$ _____
<b>Setup and In-Booth Training For App</b> (108)	+\$105	+\$120	+\$140	<input type="checkbox"/>	\$ _____
<b>Delivery, Setup and In-Booth Training For Tablet</b> (08)	+\$105	+\$120	+\$140	<input type="checkbox"/>	\$ _____

## Payment

Contact Name/Title	Company Name	Booth # (Required)
Address		
City	State	Zip Code
Country		
Phone	Onsite Cell	Fax
Email	Alternate Email (to receive leads post-show)	

Credit card deposit required for all rentals. Order will appear as LEAD RETRIEVAL on credit card statement.  
By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed below.

☐ Visa ☐ MC ☐ Amex

Card Number	Expiration Date
Cardholder Name	Cardholder Signature

**Subtotal** \$ \_\_\_\_\_  
**Processing Fee** \$ 15.00  
**TOTAL** \$ \_\_\_\_\_

All applicable taxes will be added

All prices in U.S. dollars.

All orders subject to a \$100 cancellation fee

No refunds after 9/21/17

No refunds on the CompuLEAD App

\*Printer can only be paired to 1 device/app at a time.

## Order

Online: [compusystems.com/order](http://compusystems.com/order)

Fax: +1 708.344.4444

## For assistance

Inside the U.S. (Toll-free): 866.600.LEAD (5323)

Outside the U.S.: +1 708.786.5565

TERMS AND CONDITIONS. By completing this Lead Retrieval Order you agree to be held liable for the safekeeping and return of the CompuLEAD unit and its accessories. If the unit or Bluetooth printer is not returned, returned damaged or stolen, a replacement fee of \$500 per item will be charged to the credit card used when placing the order. If the power cord is not returned, a \$100 replacement fee will be charged. If the Portable Android Charger w/ Cord is not returned, a \$50 replacement fee will be charged. If the unit is not returned within one hour after the show floor closes, a \$100 late fee will be charged. CompuSystems is not liable in the event of any hardware or software malfunction, service interruption or loss of saved leads.



# ANESTHESIOLOGY<sup>®</sup> 2017

## BOSTON

### OCTOBER 21-25



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FAX (770) 474-4676  
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Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (CVV #) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card \_\_\_\_\_  
Show Decorator: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX  
Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

### FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$70.00.**

Qty \_\_\_\_\_ tropical flowers—Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers—Price \$ \_\_\_\_\_ each

Color \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

Additional Request: \_\_\_\_\_

*Don't know what you want? Just want a splash of color?  
Let TLC designers choose your fresh seasonal flowers!*

Qty \_\_\_\_\_ TLC pick my colors, size, type flowers \$60.00 ea

Visit [www.tlc-florist.com](http://www.tlc-florist.com) for additional sample pictures.

For free design assistance, please call 770-507-6777 or email [plant@tlc-florist.com](mailto:plant@tlc-florist.com) with any questions.

### COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H

**\$27.00/\$30.00**  
each

Qty \_\_\_\_\_

White \_\_\_\_\_

Yellow \_\_\_\_\_

Lavender \_\_\_\_\_



Azaleas—12"H

**\$40.00/\$45.00** each

Qty \_\_\_\_\_

White \_\_\_\_\_

Pink \_\_\_\_\_

Red \_\_\_\_\_



Bromeliads—12"-18"H

**\$40.00/\$45.00** each

Qty \_\_\_\_\_

Purple \_\_\_\_\_ Red \_\_\_\_\_

Yellow \_\_\_\_\_ Orange \_\_\_\_\_

### TLC Designers can provide the following:

- **Water Features**
  - **Fountains**
  - **Ponds**
  - **Water falls**
  - **Swamps**
  - **Garden Areas**
    - Tropical :**  
(beach scenes;  
rain forests)
    - Seasonal:**  
(Spring, Fall, Holiday)
    - Formal :**  
(serenity garden,  
English garden)
  - **Border Areas:**
    - Hedges**  
(control flow)
    - Lawn or Golf**  
(promotional)
    - Trees**  
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

*See next  
page for  
green plants.*

# FLORAL ORDER FORM



## Ferns



Ferns  
\$40.00/\$45.00 each

Qty \_\_\_\_

## Ivy



Ivy—10"H x 10"W  
\$40.00/\$45.00 each

Qty \_\_\_\_

## Pothos



Pothos—12"H x 12"W  
\$40.00/\$45.00 each

Qty \_\_\_\_



770) 507-6777  
plant@tlic-florist.com  
www.tlic-florist.com

## 3' Green Plants



\$46.50/\$48.00 each Qty \_\_\_\_

## Standard 4' to 6' Green Plants



4' @ \$56.50/\$64 each Qty \_\_\_\_

5' @ \$65.50/\$80 each Qty \_\_\_\_

6' @ \$89.95/\$99 each Qty \_\_\_\_

7' H & Taller plants & Planters  
are available  
Call 770-507-6777 for price/  
availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)  
Also available with mum  
Choose flower color for flower choice.

For Top-dressing with fern & azalea

\_\_ white, \_\_ pink, \_\_ red

For Top-dressing with fern & mum

\_\_ white, \_\_ yellow, \_\_ lavender



4' @ \$135/\$155 each, Qty \_\_\_\_

5' @ \$145/\$170 each, Qty \_\_\_\_

6' @ \$155/\$185 each, Qty \_\_\_\_

Seasonal Flowering Plants  
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

**There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.**

**Orders placed after the open of an event may be subject to a delivery fee.**

**Prices subject to change 2 weeks prior to move in.**

## Order Cost Summary

Select Container (Included in rental cost)

\_\_ Black \_\_ White \_\_ Wicker

Subtotal \_\_\_\_

6.25% Sales Tax \_\_\_\_

Total \_\_\_\_

Chrome, Brass, Terra Cotta, & Other  
Containers are available.

Please call 770-507-6777 for pricing.

FLORAL ORDER FORM



## Exhibit Photography - ANESTHESIOLOGY 2017 Annual Meeting

BOOTH#: \_\_\_\_\_ ☐ Empty ☐ w/Attendees ☐ Staff Photo (by onsite appt)

Exhibit Name: \_\_\_\_\_ Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Co. Ordering: \_\_\_\_\_ Ship to Attention: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description		Unit Price	Total
<input type="checkbox"/>	Includes: 4 different angles of your booth on flash drive	<b>\$360</b>	
<input type="checkbox"/>	Includes: 1 different angle of your booth on flash drive	<b>\$100</b>	
<input type="checkbox"/>	Additional image of different angle of your booth (after purchase package 1 or 2)	<b>\$90</b>	
<b>**Event Photography Services</b> (awards, events, special functions)** REQUESTED APPOINTMENTS  Photography Service <b>\$150</b> per hour Flash Drive will all images <b>\$200</b> (one time fee) Date of event: _____ Start Time: _____ End: _____ Location: _____			
All work is performed on a contractual basics. Prepayment is required. Clams must be made in writing within 7 days of receipt of images. Orders cancelled on show side are not refundable.		Shipping Domestic	<b>\$12</b>
		Shipping Int'l	<b>\$20</b>
		<b>TOTAL DUE</b>	

**Please email this form at: [kasia@kasiavetterphotography.com](mailto:kasia@kasiavetterphotography.com) to reserve your slot!**



# Tradeshaw & Convention Staffing

BOOTH HOSTESS-DEMONSTRATORS-NARRATORS-CROWD GATHERERS-SALES-ASSISTANTS-INTERPRETERS-BARTENDERS



INFORMATION DISTRIBUTORS-THEATRE PRODUCTIONS-THEMED CORPORATE PARTIES-CELEBRITY ENTERTAINERS-MUSICIANS

1 • 8 0 0 • 7 7 8 • 2 2 2 6  
website : [imagemta.com](http://imagemta.com) • email : [Info@imagemta.com](mailto:Info@imagemta.com)

Hostesses, receptionists, crowd gatherers, greeters.....	\$200.00 - \$400.00 per day
Narrators & Demonstrators.....	\$400.00 - \$2500.00+ per day
Specialty Talent (costumed actors, models, make-up artists, etc.).	Based on job request
Interpreters (Foreign Language: Spanish, Portuguese, Italian, German, Dutch, Russian, Japanese, Korean, Chinese, Sign Language, etc.).	\$200.00 - \$450.00 per day
Hospitality Suite Hostess.....	\$125.00 - \$300.00 per day
Entertainment (musicians, actors, comedians, jugglers, etc).....	Based on job request
Event Planning (Theme & site selection, catering, floral, entertainment, etc.)	Based on job request
Theater Presentations .....	Based on job request
Costume rental & design. ....	\$125.00 & up
Costume Arrangements *.....	\$35.00 per hour

\*(Includes: Pick-up, return, fittings, selecting & delivery to booth)  
Note: Prices subject to hours, job requirements, fittings and other expenses.  
RATE DOES NOT INCLUDE ACTUAL COSTUME RENTAL FEE

*Exceptional service nationwide*

ATLANTA • ANAHEIM • BOSTON • CHICAGO • DALLAS • DENVER • HOUSTON • LAS VEGAS  
LOS ANGELES • MIAMI • NEWARK • NASHVILLE • NEW ORLEANS • NEW YORK • ORLANDO  
PHILADELPHIA • SAN DIEGO • SAN FRANCISCO • WASHINGTON, D.C.