

# 2018 ASCO<sup>®</sup> ANNUAL MEETING

DELIVERING DISCOVERIES: EXPANDING THE REACH OF PRECISION MEDICINE

Thank you in advance for your participation in the 2018 ASCO Annual Meeting. The Meeting will be held at McCormick Place, June 1-5. The exhibits will be open on June 2-4 from 9:00 AM – 5:00 PM in the South Building, Level 3, Hall A.

This online Exhibitor Service Manual will provide you with all of the information that an exhibitor needs to have a successful Annual Meeting – from forms for ordering carpet, furniture, electricity, and telecom, to important information with regards to registration, housing, policies, advertising and social events. It also includes information on available discounts if services are ordered by the earlier deadline date. This helps you to save money and for everyone to better plan equipment needs and labor schedules –resulting in a smooth operation and successful experience.

The Annual Meeting theme for the 2018 ASCO Annual Meeting is "Delivering Discoveries: Expanding the Reach of Precision Medicine." We encourage exhibitors to include this theme in the booth design and consider it when planning their activities for the Annual Meeting.

If you receive solicitations from companies who are not Official Contractors of the 2018 ASCO Annual Meeting, please contact Stephanie Houck or Eileen McGill, ASCO Exhibit Operations Management, at 703-631-6200 or [ascoexhibits@spargo.com](mailto:ascoexhibits@spargo.com).

If you have any further questions, please feel free to contact us via email or by phone. As always, we appreciate your support and look forward to seeing you in Chicago.

Sincerely,



Mark Mayhew  
Exhibits Manager  
American Society of Clinical Oncology  
[exhibits@asco.org](mailto:exhibits@asco.org)  
T: 571-483-1599



Stephanie Houck, CEM  
Senior Director, Exposition Operations  
SPARGO, Inc.  
[ascoexhibits@spargo.com](mailto:ascoexhibits@spargo.com)  
T: 703-631-6200

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING  
OFFICIAL CONTRACTOR

## 2018 ASCO ANNUAL MEETING

June 2 - 4, 2018  
McCormick Place  
Chicago, Illinois

### **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

FREEMAN quick facts

## **SERVICE INFORMATION**

### **BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers and a 7" x 44" two-line identification sign.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

### **ONCOLOGY PROFESSIONALS HALL CARPET**

The exhibit area is NOT carpeted; however, all aisles will be carpeted in Midnight Blue.

**Please Note: Booth carpet is NOT included and must be provided at the exhibitor's expense.**

Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

### **DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by Friday, May 4, 2018.**

## **EXHIBIT SCHEDULE**

### **LIGHTING, TRUSS AND HANGING SIGN RIGGING HOURS**

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

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

Saturday May 26 8:00 a.m. - 4:30 p.m.

**\*\*Please Note: Lighting, Truss and Hanging Signs will also be allowed for Installation during normal exhibitor move-in hours.**

Lighting & Truss Shipments Form must be filled out and returned to Freeman by Friday, May 4, 2018.

### **EXHIBITOR MOVE-IN**

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

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

**Please check targeted freight move-in schedule**

Tuesday May 29 8:00 a.m. - 4:30 p.m.

Wednesday May 30 8:00 a.m. - 4:30 p.m.

Thursday May 31 8:00 a.m. - 4:30 p.m.

Friday June 1 8:00 a.m. - 4:30 p.m.

**All exhibits must be fully installed by 4:30 p.m. on Friday, June 1, 2018.**

**To request early exhibitor freight move-in of Saturday, May 26, 2018, please complete the Request for Early Freight Move-In Form, included in this kit, by Friday, May 4, 2018.**

**EXHIBIT HOURS**

Saturday	June 2	9:00 a.m. - 5:00 p.m.
Sunday	June 3	9:00 a.m. - 5:00 p.m.
Monday	June 4	9:00 a.m. - 5:00 p.m.

**EXHIBITOR MOVE-OUT**

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

Monday	June 4	5:00 p.m. - 11:00 p.m.
Tuesday	June 5	8:00 a.m. - 4:30 p.m.
Wednesday	June 6	8:00 a.m. - 4:30 p.m.

**Please Note: Overtime rates will apply after 10:00 p.m. on Monday, June 4, 2018.**  
**Please Note: No exhibit shall be dismantled before 5:00 p.m. on Monday, June 4, 2018.**

**SERVICE CENTER HOURS**

We will have staff available at show site at the Exhibitor Services Center as follows:

Saturday	May 26	8:00 a.m. - 4:30 p.m.
Sunday	May 27	NO SERVICE DESK HOURS
Monday	May 28	NO SERVICE DESK HOURS
Tuesday	May 29	8:00 a.m. - 4:30 p.m.
Wednesday	May 30	8:00 a.m. - 4:30 p.m.
Thursday	May 31	8:00 a.m. - 4:30 p.m.
Friday	June 1	8:00 a.m. - 5:00 p.m.
Saturday	June 2	7:00 a.m. - 5:00 p.m.
Sunday	June 3	8:00 a.m. - 5:00 p.m.
Monday	June 4	8:00 a.m. - 9:00 p.m.
Tuesday	June 5	8:00 a.m. - 4:30 p.m.
Wednesday	June 6	8:00 a.m. - 4:30 p.m.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates **once the aisle carpet has been removed from the floor.**
- All exhibitor materials must be removed from the exhibit facility by **4:30 p.m., Wednesday, June 6, 2018.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **10:00 a.m., Wednesday, June 6, 2018.**

**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**  
 8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: [FreemanChicagoES@freemanco.com](mailto:FreemanChicagoES@freemanco.com)

**FREEMAN AUDIO VISUAL SOLUTIONS, INC.**  
 9260 W. 55th Street  
 McCook, Illinois 60525  
 (708) 255-7100 • Fax (469) 255-7105  
 Contact: Bianey Chavez  
 Direct: 708-255-7169  
 Email: [bianey.chavez@freemanco.com](mailto:bianey.chavez@freemanco.com)

**FREEMAN EXHIBIT TRANSPORTATION**  
 (800) 995-3579 Toll Free US & Canada • Fax (469) 621-5810  
 (817) 607-5100 Local & International

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by Friday, May 4, 2018.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the Freeman Online 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 Freeman Online, 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:**

2018 ASCO ANNUAL MEETING  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
c/o FREEMAN  
2500 West 35th Street  
Chicago, IL 60632

**NOTE:** Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **MONDAY, APRIL 30, 2018** at the above address. Materials arriving after **MONDAY, MAY 21, 2018** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

**NOTE: THE WAREHOUSE WILL BE CLOSED MONDAY, MAY 28, 2018 IN OBSERVANCE OF THE HOLIDAY.**

**Show site shipping address:**

2018 ASCO ANNUAL MEETING  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
c/o FREEMAN  
McCormick Place  
2301 S. Lake Shore Drive  
Chicago, IL 60616

**NOTE:** All trucks should check-in at the McCormick Place Marshalling Yard on 31st Street (See enclosed map.)

**Please note that all vehicles delivering materials to McCormick Place must report to the Marshalling Yard at 3050 So. Moe Drive, Chicago, IL 60616, to obtain a dock pass.**

**This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see enclosed map).**

**No vehicle will be allowed to the dock area without a pass.**

Freeman will receive shipments at the above address beginning **TUESDAY, MAY 29, 2018**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**To request early exhibitor freight move-in of Saturday, May 26, 2018, please complete the Request for Early Freight Move-In Form, included in this kit.**

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

### MARSHALLING YARD

McCormick Place requires payment of a fee of \$23.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee subject to change. Call (312) 674-0748 with any questions or for directions.

If your vehicle checks into the Marshalling Yard after 1:30 p.m., your driver may be turned away and asked to return the next day.

or installation and dismantle companies, will be allowed to perform this service.

**NOTE: "Any exhibitor who provides food and beverage to attendees is required to order and pay for porter services through the exclusive general services contractor."**

**LABOR INFORMATION**

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

**CLEANING SERVICE**

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

**NOTE:** "Any exhibitor who provides food and beverage to attendees is required to order and pay for porter services through the exclusive general services contractor."

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

## **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 Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

**Order early to take advantage of advance order discount rates, place your order by Friday, May 4, 2018.**

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

No one under the age of 18 is allowed access to the exhibit hall at any time per ASCO's "Policies for Exhibitors and Other Organizations at ASCO Meetings".

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

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

#### **EXHIBITOR ASSISTANCE**

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

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

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.

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Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING  
OFFICIAL CONTRACTOR

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_  
For Assistance, please call 773-473-7080 to speak with one of our experts.

**PLEASE COMPLETE AND RETURN THIS FORM TO FREEMAN BY:  
FRIDAY, MAY 4, 2018**

**To request Early Exhibit Freight Move-In of SATURDAY, MAY 26, 2018, please complete and submit this form. Please make sure your clients are fully aware of your request, and your Third Party billing form is completed. Upon review, Freeman will contact you regarding approval and with further instructions.**

**Please email this completed form to Lisa McGuinness at  
lisa.mcguinness@freemanco.com or fax to (773) 473-8150.**

- Will you be shipping freight to the Advance Warehouse: \_\_\_\_\_  
Estimated Weight of Shipment \_\_\_\_\_ # of Pieces: \_\_\_\_\_
- Will you be shipping freight direct to Show Site: \_\_\_\_\_  
Estimated Weight of Shipment \_\_\_\_\_ # of Pieces: \_\_\_\_\_
- Are you renting carpet from Freeman: \_\_\_\_\_

**PLEASE NOTE: Overtime charges will apply on Saturday, May 26, 2018.  
Please refer to the Material Handling form for rates.**

NAME OF SHOW: 2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX \_\_\_\_\_  
AUTHORIZED BY: \_\_\_\_\_ TITLE \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

Request for early freight move-in

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING  
OFFICIAL CONTRACTOR

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_  
For Assistance, please call 773-473-7080 to speak with one of our experts.

**PLEASE COMPLETE AND RETURN THIS FORM TO FREEMAN BY:  
FRIDAY, MAY 4, 2018**

All lighting and truss shipments are to be sent directly to McCormick Place on assigned move-in days. Freeman will begin unloading all lighting and truss for the 2018 ASCO Annual Meeting on:

**Saturday, May 26, 2018 8:00 a.m. - 4:30 p.m.**

**Please Note: Unloading and installation will continue through Friday,  
JUNE 1, 2018 until 4:30 p.m.**

All trucks are required to provide a completed bill of lading and certified weight ticket for each load. If a truck contains shipments for multiple booths, Freeman requires separate bills of lading and weight tickets for each individual booth.

Please email this completed form to Lisa McGuinness at [lisa.mcguinness@freemanco.com](mailto:lisa.mcguinness@freemanco.com) or fax to (773) 473-8150.

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

Number of Truck Loads: \_\_\_\_\_ Carrier Name: \_\_\_\_\_

Contacts Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Lighting / Truss will be delivered on:  
Saturday, May 26, 2018: \_\_\_\_\_

**PLEASE NOTE: Overtime charges will apply on Saturday, May 26, 2018. Please refer to the Material Handling form for rates.**





# 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).



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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

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

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

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

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

**METHOD OF PAYMENT**

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

**COMPANY CHECK**  
 Please make check payable to: Freeman  
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
 Please reference (421911) on your remittance.

**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

**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:

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

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

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

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

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

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

**ENTER TOTALS HERE**

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

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

FREEMAN method of payment

## 2018 ASCO ANNUAL MEETING / June 2 - 4, 2018

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, 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 repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight 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.

- 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.
- 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.
- 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.
- 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.
- 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - 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:
- whenever or wherever the claimed loss or damage may occur;
  - 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;
  - 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:

- 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.
- 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.
- 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 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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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<b>SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	326.05	358.65	456.45	_____
_____	830120*	Loveseat.....	438.00	481.80	613.20	_____
_____	830119*	Sofa.....	438.90	482.80	614.45	_____
<b>Heathrow Group -Black Vinyl</b>						
_____	810116*	Armless Chair.....	246.85	271.55	345.60	_____
_____	810117*	Corner Chair.....	289.75	318.75	405.65	_____
_____	830116*	Sofa.....	420.15	462.15	588.20	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	716.90	788.60	1,003.65	_____
_____	8151*	Ottoman.....	312.80	344.10	437.90	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	346.00	380.60	484.40	_____
_____	830951*	Sofa.....	384.65	423.10	538.50	_____
_____	810950*	Chair.....	264.40	290.85	370.15	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	247.00	271.70	345.80	_____
_____	83015*	Sofa.....	394.30	433.75	552.00	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	223.00	245.30	312.20	_____
_____	830949*	Sofa.....	355.80	391.40	498.10	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	141.00	155.10	197.40	_____
_____	830150*	Sofa.....	178.95	196.85	250.55	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	288.25	317.10	403.55	_____
_____	830118*	Sofa.....	406.80	447.50	569.50	_____
<b>Roma Group - White Vinyl</b>						
_____	81020*	Chair.....	276.25	303.90	386.75	_____
_____	83016*	Sofa.....	423.45	465.80	592.85	_____

<b>CASUAL SEATING</b>						
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<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	202.40	222.65	283.35	_____
_____	815123*	Endless Square - Black Vinyl.....	202.40	222.65	283.35	_____
_____	815953*	Endless Curve - White Vinyl.....	290.10	319.10	406.15	_____
_____	815952*	Endless Curve - Black Vinyl.....	290.10	319.10	406.15	_____
_____	815120*	Bench - White Vinyl.....	275.20	302.70	385.30	_____
_____	815121*	Bench - Black Vinyl.....	251.95	277.15	352.75	_____
_____	815119*	Half-Bench - White Vinyl.....	223.30	245.65	312.60	_____

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NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81518*	Vibe Cube - Blue Vinyl.....	69.40	76.35	97.15	_____
_____	81519*	Vibe Cube - Red Vinyl.....	69.40	76.35	97.15	_____
_____	81525*	Vibe Cube - Orange Vinyl.....	69.40	76.35	97.15	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	69.40	76.35	97.15	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	69.40	76.35	97.15	_____
_____	81530*	Vibe Cube - Black Vinyl.....	69.40	76.35	97.15	_____
_____	81531*	Vibe Cube - White Vinyl.....	69.40	76.35	97.15	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	137.80	151.60	192.90	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	137.80	151.60	192.90	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	137.80	151.60	192.90	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	137.80	151.60	192.90	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	137.80	151.60	192.90	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	137.80	151.60	192.90	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	137.80	151.60	192.90	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	137.80	151.60	192.90	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	137.80	151.60	192.90	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	137.80	151.60	192.90	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	230.25	253.30	322.35	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	396.65	436.30	555.30	_____
_____	8507*	Quarter Curve Ottoman.....	262.20	288.40	367.10	_____
<b>Occasional Chairs</b>						
_____	71089	Black Diamond Side Chair.....	140.50	154.55	196.70	_____
_____	71090	Black Diamond Arm Chair.....	177.60	195.35	248.65	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	102.60	112.85	143.65	_____
_____	210108	Limerick® Chair by Herman Miller.....	100.10	110.10	140.15	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	896.65	986.30	1,255.30	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	896.65	986.30	1,255.30	_____
_____	810948*	Meeting Chair - White Vinyl.....	320.15	352.15	448.20	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	244.30	268.75	342.00	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	320.15	352.15	448.20	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	431.95	475.15	604.75	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	288.25	317.10	403.55	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	237.25	261.00	332.15	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	61.80	68.00	86.50	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	60.25	66.30	84.35	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	140.65	154.70	196.90	_____
_____	810851*	Zenith Chair - White/Chrome.....	96.65	106.30	135.30	_____
_____	810841*	Rustique Chair - Gunmetal.....	140.65	154.70	196.90	_____
_____	810837*	Razor Armless Chair - White High Density Plastic....	64.60	71.05	90.45	_____
_____	810875*	Swanson Swivel Chair - White Vinyl.....	157.95	173.75	221.15	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	123.30	135.65	172.60	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	123.30	135.65	172.60	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	80.80	88.90	113.10	_____

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NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Conference Chairs</b>						
_____	71046	Gray Gaslift Chair With Arms.....	273.60	300.95	383.05	_____
_____	71045	Gray Gaslift Chair Without Arms.....	257.65	283.40	360.70	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	210.55	231.60	294.75	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	506.80	557.50	709.50	_____
_____	810807*	Luxor Executive Chair - Black Vinyl.....	519.10	571.00	726.75	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	320.60	352.65	448.85	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	320.60	352.65	448.85	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	227.80	250.60	318.90	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	227.80	250.60	318.90	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	222.75	245.05	311.85	_____
<b>Bars &amp; Barstools</b>						
_____	8501*	Martini Bar.....	1,554.75	1,710.25	2,176.65	_____
_____	71088	Black Diamond Stool.....	224.00	246.40	313.60	_____
_____	71048	Gray Gaslift Stool with Arms.....	376.35	414.00	526.90	_____
_____	71047	Gray Gaslift Stool without Arms.....	330.75	363.85	463.05	_____
_____	810860*	Laguna Barstool - Maple/Chrome.....	129.20	142.10	180.90	_____
_____	210109	Limerick® Stool by Herman Miller.....	140.15	154.15	196.20	_____
_____	810872*	Lift Barstool - Gray Vinyl/Chrome.....	110.40	121.45	154.55	_____
_____	810873*	Lift Barstool - Red Vinyl/Chrome.....	110.40	121.45	154.55	_____
_____	810871*	Lift Barstool - Black Vinyl/Chrome.....	110.40	121.45	154.55	_____
_____	810870*	Lift Barstool - White Vinyl/Chrome.....	110.40	121.45	154.55	_____
_____	810951*	Apex Barstool - Black Vinyl.....	171.00	188.10	239.40	_____
_____	810952*	Apex Barstool - Blue Ultra Suede.....	171.00	188.10	239.40	_____
_____	810953*	Apex Barstool - Red Vinyl.....	171.00	188.10	239.40	_____
_____	810954*	Apex Barstool - White Vinyl.....	171.00	188.10	239.40	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	214.20	235.60	299.90	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	214.20	235.60	299.90	_____
_____	810850*	Zenith Barstool - White/Chrome.....	96.65	106.30	135.30	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	348.20	383.00	487.50	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	348.20	383.00	487.50	_____
_____	810848*	Christopher Barstool - White.....	141.50	155.65	198.10	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	253.00	278.30	354.20	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	165.50	182.05	231.70	_____
_____	810839*	Rustique Barstool - Gunmetal.....	140.65	154.70	196.90	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	240.40	264.45	336.55	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	269.55	296.50	377.35	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	269.55	296.50	377.35	_____
<b>Draped Tables &amp; Counters</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	124330	Draped Table 3'L x 30"H.....	101.05	111.15	141.45	_____
_____	124430	Draped Table 4'L x 30"H.....	129.80	142.80	181.70	_____
_____	124630	Draped Table 6'L x 30"H.....	166.70	183.35	233.40	_____
_____	124830	Draped Table 8'L x 30"H.....	201.80	222.00	282.50	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	41.40	45.55	57.55	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	41.40	45.55	57.55	_____

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Draped Tables & Counters (cont'd)**

<b>Draped Tables - Tables are 24" wide</b>									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Green	<input type="checkbox"/>	Flax
<input type="checkbox"/>	Gold	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red	<input type="checkbox"/>	White

_____	124342	Draped Counter 3'L x 42"H.....	137.15	150.85	192.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	162.25	178.50	227.15	_____
_____	124642	Draped Counter 6'L x 42"H.....	200.45	220.50	280.65	_____
_____	124842	Draped Counter 8'L x 42"H.....	232.30	255.55	325.20	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	55.05	60.55	77.05	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	55.05	60.55	77.05	_____

**Undraped Tables & Counters**

<b>Undraped Tables - Tables are 24" wide</b>					
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_____	125330	Undraped Table 3'L x 30"H.....	37.80	41.60	52.90	_____
_____	125430	Undraped Table 4'L x 30"H.....	43.75	48.15	61.25	_____
_____	125630	Undraped Table 6'L x 30"H.....	58.05	63.85	81.25	_____
_____	125830	Undraped Table 8'L x 30"H.....	68.75	75.65	96.25	_____
_____	125342	Undraped Counter 3'L x 42"H.....	68.75	75.65	96.25	_____
_____	125442	Undraped Counter 4'L x 42"H.....	74.25	81.70	103.95	_____
_____	125642	Undraped Counter 6'L x 42"H.....	87.65	96.40	122.70	_____
_____	125842	Undraped Counter 8'L x 42"H.....	99.25	109.20	138.95	_____

<b>Table Top Risers - Risers are 8" wide</b>					
--	--	--	--	--	--

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	31.65	34.80	44.30	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	31.65	34.80	44.30	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	37.05	40.75	51.85	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	37.05	40.75	51.85	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	42.75	47.05	59.85	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	42.75	47.05	59.85	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	48.45	53.30	67.85	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	48.45	53.30	67.85	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	59.25	65.20	82.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	59.25	65.20	82.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	70.05	77.05	98.05	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	70.05	77.05	98.05	_____

**Pedestal Tables - SoHo Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	206.25	226.90	288.75	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	212.05	233.25	296.85	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	112.85	124.15	158.00	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	225.20	247.70	315.30	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	231.35	254.50	323.90	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	212.05	233.25	296.85	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	212.05	233.25	296.85	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	231.35	254.50	323.90	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	231.35	254.50	323.90	_____

**Pedestal Tables**

_____	820232*	Standard Base Cafe Table - Liquid White.....	182.90	201.20	256.05	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	169.50	186.45	237.30	_____
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	264.10	290.50	369.75	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	277.40	305.15	388.35	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (cont'd)</b>						
	8201203*	Standard Base Cafe Table - Blue Steel.....	149.50	164.45	209.30	
	8201204*	Standard Base Bar Table - Blue Steel.....	189.70	208.65	265.60	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	296.40	326.05	414.95	
	8201211*	Hydraulic Base Bar Table - Graphite.....	304.00	334.40	425.60	
	8201206*	Hydraulic Base Cafe Table - Maple.....	294.50	323.95	412.30	
	8201205*	Hydraulic Base Bar Table - Maple.....	300.20	330.20	420.30	
	820224*	Hydraulic Base Cafe Table - Liquid White.....	254.15	279.55	355.80	
	820230*	Hydraulic Base Bar Table - Liquid White.....	254.15	279.55	355.80	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	245.45	270.00	343.65	
	820125*	Hydraulic Base Bar Table - White Laminate.....	256.55	282.20	359.15	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	202.70	222.95	283.80	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou..	202.70	222.95	283.80	
	820265*	Madison Cafe Table - Gray Acajou.....	152.05	167.25	212.85	
	820264*	Madison Bar Table - Gray Acajou.....	166.30	182.95	232.80	
<b>Occasional, End &amp; Cocktail Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	326.75	359.45	457.45	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	346.90	381.60	485.65	
	82033*	Manhattan Table - Glass/Brushed Metal Base.....	393.85	433.25	551.40	
	820252*	Alondra End Table - Glass/Chrome.....	141.00	155.10	197.40	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	194.80	214.30	272.70	
	820253*	Alondra End Table - Wood/Chrome.....	141.00	155.10	197.40	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	194.80	214.30	272.70	
	82028*	Geo End Table - Wood/Black Steel.....	166.30	182.95	232.80	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	169.50	186.45	237.30	
	82035*	Geo End Table - Glass/Chrome.....	308.10	338.90	431.35	
	82034*	Geo Cocktail Table - Glass/Chrome.....	326.75	359.45	457.45	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	268.90	295.80	376.45	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	268.90	295.80	376.45	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	324.25	356.70	453.95	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	324.25	356.70	453.95	
	82088*	Oliver End Table - Walnut Finish.....	150.55	165.60	210.75	
	82087*	Oliver Table - Walnut Finish.....	169.40	186.35	237.15	
	82075*	Regis End Table - Brushed Metal.....	154.60	170.05	216.45	
	82074*	Regis Bench Table - Brushed Metal.....	218.70	240.55	306.20	
	820844*	Aura Round Table - White Metal.....	149.05	163.95	208.65	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	230.25	253.30	322.35	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	202.35	222.60	283.30	
	82044*	Geo Square-Round Table - Glass/Chrome.....	202.35	222.60	283.30	
<b>Conference Tables</b>						
	82041*	Geo Conference Table - Glass/Black Steel.....	557.85	613.65	781.00	
	82051*	Geo Conference Table - Glass/Chrome.....	557.85	613.65	781.00	
	820260*	Madison Conference Table - Gray Acajou.....	259.70	285.65	363.60	
	820708*	42" Round Conference Table - White Laminate.....	261.70	287.85	366.40	
	820203*	6' Oval Conference Table - Graphite Nebula.....	357.60	393.35	500.65	
	820115*	8' Rectangular Conference Table - Granite.....	426.65	469.30	597.30	

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**Conference Tables (con't)**

_____	820261*	Madison 5' Conference Table - Gray Acajou.....	315.15	346.65	441.20	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	628.65	691.50	880.10	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	628.65	691.50	880.10	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	575.65	633.20	805.90	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	805.85	886.45	1,128.20	_____
_____	82067*	Communal Table 30"H - Maple.....	575.65	633.20	805.90	_____
_____	82068*	Communal Table 42"H - Maple.....	805.85	886.45	1,128.20	_____
_____	82063*	Communal Table 30"H - White.....	575.65	633.20	805.90	_____
_____	82066*	Communal Table 42"H - White.....	805.85	886.45	1,128.20	_____

**Office**

_____	84075*	Madison Desk - Gray Acajou.....	408.80	449.70	572.30	_____
_____	84077*	Madison Credenza - Gray Acajou.....	341.00	375.10	477.40	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	291.80	321.00	408.50	_____

**Computer Desk/Tables**

_____	820706*	Work Desk - White Laminate.....	225.40	247.95	315.55	_____
_____	820707*	Merlin Table - Gray Laminate.....	234.10	257.50	327.75	_____

**POWERED**

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	425.00	467.50	595.00	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	570.90	628.00	799.25	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	657.15	722.85	920.00	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	323.90	356.30	453.45	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	657.15	722.85	920.00	_____

**Powered Tables**

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	279.15	307.05	390.80	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	387.40	426.15	542.35	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	505.05	555.55	707.05	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	401.55	441.70	562.15	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	352.15	387.35	493.00	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	400.10	440.10	560.15	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	400.10	440.10	560.15	_____

**Powered Product Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	309.00	339.90	432.60	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	309.00	339.90	432.60	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	370.15	407.15	518.20	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	370.15	407.15	518.20	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	122.65	134.90	171.70	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	155.85	171.45	218.20	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	243.20	267.50	340.50	_____

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<b>Refrigerator</b>																								
_____	75057	Small Refrigerator.....	442.20	486.40	619.10	_____																		
_____	8503001*	Refrigerator - White.....	888.75	977.65	1,244.25	_____																		
<b>Lighting</b>																								
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	77.90	85.70	109.05	_____																		
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	114.40	125.85	160.15	_____																		
<b>Display</b>																								
_____	75020	Display Cylinder - Black - Low.....	263.45	289.80	368.85	_____																		
_____	75021	Display Cylinder - Black - Medium.....	263.45	289.80	368.85	_____																		
_____	75022	Display Cylinder - Black - High.....	263.45	289.80	368.85	_____																		
_____	75030	Display Cube - Black - 12" Small.....	259.30	285.25	363.00	_____																		
_____	75031	Display Cube - Black - 18" Medium.....	277.70	305.45	388.80	_____																		
_____	75032	Display Cube - Black - 24" Large.....	314.55	346.00	440.35	_____																		
_____	75079	Orion Computer Kiosk - Black.....	510.45	561.50	714.65	_____																		
_____	72056	Display Counter - Black.....	256.00	281.60	358.40	_____																		
<b>Tablet Stand</b>																								
_____	850714*	Mobile Tablet Stand - White.....	343.10	377.40	480.35	_____																		
_____	850715*	Mobile Tablet Stand - Black.....	343.10	377.40	480.35	_____																		
<b>Tablet Stand Accessories</b>																								
_____	850711*	Brochure Holder - Black.....	33.75	37.15	47.25	_____																		
_____	850712*	Wireless Printer Holder - Black.....	33.75	37.15	47.25	_____																		
_____	850713*	Charging Shelf - Black.....	33.75	37.15	47.25	_____																		
<b>Accessories</b>																								
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	89.90	98.90	125.85	_____																		
_____	220118	Chrome Sign Holder.....	114.60	126.05	160.45	_____																		
_____	750135	Round Literature Rack.....	240.85	264.95	337.20	_____																		
_____	750136	Flat Literature Rack.....	213.05	234.35	298.25	_____																		
_____	220109	Chrome Coat Tree.....	42.70	46.95	59.80	_____																		
_____	220134	Aluminum Easel.....	46.30	50.95	64.80	_____																		
_____	220110	Chrome Bag Rack.....	114.60	126.05	160.45	_____																		
_____	10201484	Floor Standing Bulletin Board.....	250.15	275.15	350.20	_____																		
_____	220106	Corrugated Wastebasket.....	13.55	14.90	18.95	_____																		
_____	220107	Wastebasket.....	35.00	38.50	49.00	_____																		
<b>Special Drape</b>																								
<table border="1"> <tr> <td colspan="6"><b>Special Drape</b></td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Flax</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>							<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	
<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.).....	23.20	25.50	32.50	_____																		
_____	12108	Special Drape 8'H (per ft.).....	31.55	34.70	44.15	_____																		

TOTAL COST		
_____	+	_____ = _____
Sub-Total	9% 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.

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

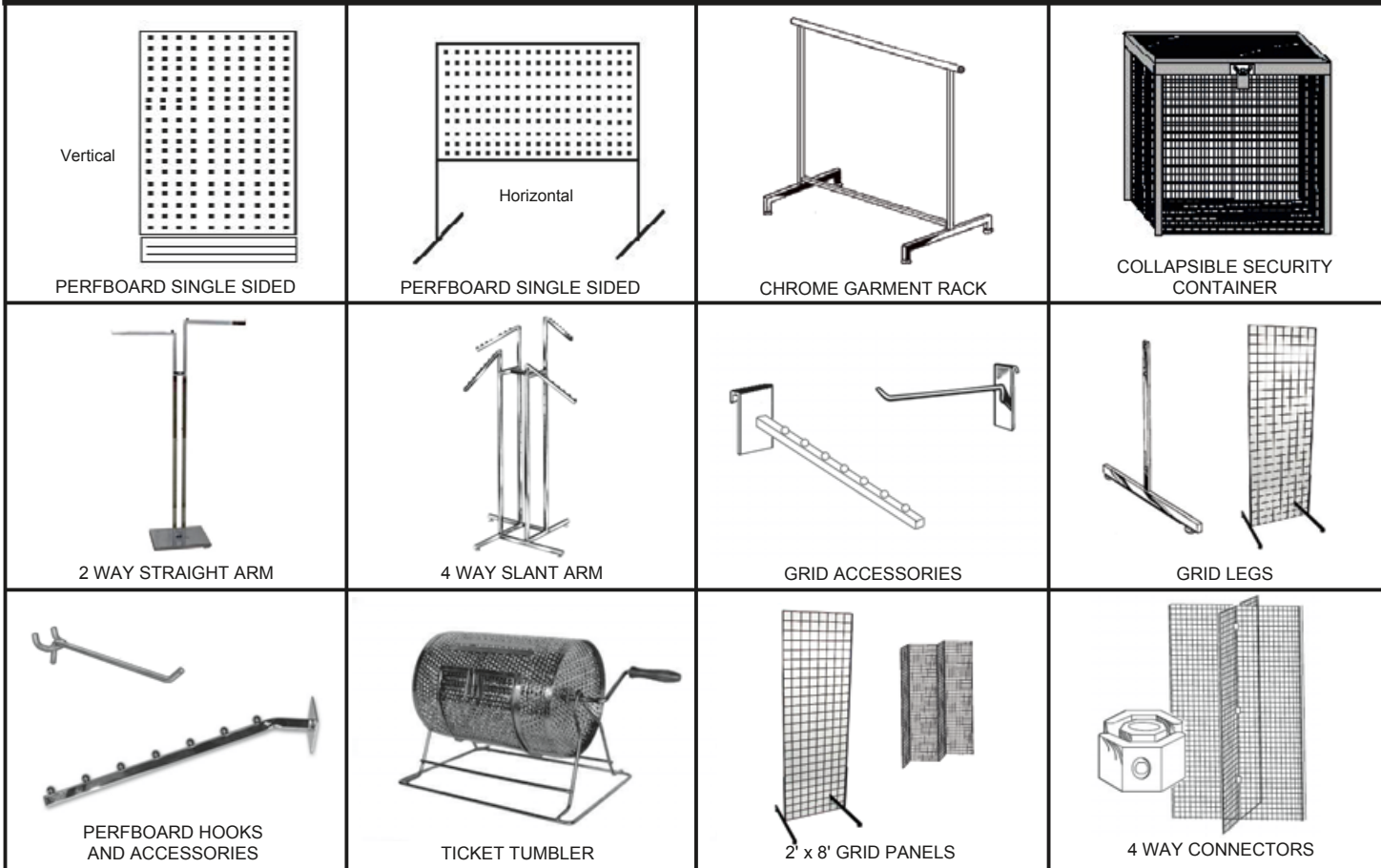
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

## ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	248.50	273.35	347.90	_____
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	_____
___	10201182	1/2 M x 8'H Single Side-Vert.....	185.30	203.85	259.40	_____
___	10201480	4' x 8' Single Side-Horz.....	246.10	270.70	344.55	_____
___	102040	4" Single Hook.....	3.65	4.00	5.10	_____
___	102060	6" Single Hook.....	3.65	4.00	5.10	_____
___	102080	8" Single Hook.....	3.65	4.00	5.10	_____
___	10205	12" Shelf Bracket.....	20.60	22.65	28.85	_____
___	10207	7-Ball Waterfall Arm.....	38.10	41.90	53.35	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS</b>						
___	103028	Chrome Grid.....	110.65	121.70	154.90	_____
___	103010	Black Grid.....	110.65	121.70	154.90	_____
___	103011	White Grid.....	N/A	N/A	N/A	_____
___	103040	Grid Legs (Chrome).....	42.90	47.20	60.05	_____
___	103041	Grid Legs (Black).....	42.90	47.20	60.05	_____
___	103042	Grid Legs (White).....	N/A	N/A	N/A	_____
___	103030	Grid Connectors.....	13.85	15.25	19.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	32.00	35.20	44.80	_____
___	10305	5-Ball Waterfall Arm.....	34.10	37.50	47.75	_____
___	10307	7-Ball Waterfall Arm.....	38.10	41.90	53.35	_____
___	10309	Cleaver Clip.....	N/A	N/A	N/A	_____
___	103044	4" Single Hook.....	3.30	3.65	4.60	_____
___	103046	6" Single Hook.....	3.30	3.65	4.60	_____
___	103048	8" Single Hook.....	3.30	3.65	4.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	_____
___	15905	Fish Bowl.....	36.00	39.60	50.40	_____
___	159011	Ticket Tumbler - Small.....	135.70	149.25	190.00	_____
___	10405	Garment Rack.....	147.85	162.65	207.00	_____
___	10404	4-way Slant Arm.....	185.30	203.85	259.40	_____
___	10403	2-way Straight Arm.....	147.30	162.05	206.20	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	9 % Tax	Total Cost

FREEMAN accessories

Take advantage of the Online price  
 by ordering at [www.freeman.com](http://www.freeman.com)  
 before MAY 04, 2018

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

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

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 376.75	\$ 414.45	\$ 527.45	_____
_____	10' x 20' Classic Carpet .....	\$ 753.50	\$ 828.85	\$ 1,054.90	_____
_____	10' x 30' Classic Carpet .....	\$ 1,130.25	\$ 1,243.30	\$ 1,582.35	_____
_____	10' x 40' Classic Carpet .....	\$ 1,507.00	\$ 1,657.70	\$ 2,109.80	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 114.40	\$ 125.85	\$ 160.15	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 228.80	\$ 251.70	\$ 320.30	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 343.20	\$ 377.50	\$ 480.50	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 457.60	\$ 503.35	\$ 640.65	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 228.80	\$ 251.70	\$ 320.30	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 457.60	\$ 503.35	\$ 640.65	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 686.40	\$ 755.05	\$ 960.95	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 915.20	\$ 1,006.70	\$ 1,281.30	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .50	\$ .55	\$ .70	_____

**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 .....	\$ 224.20	\$ 246.60	\$ 313.90	_____
_____	9' x 20' Classic Carpet .....	\$ 448.10	\$ 492.90	\$ 627.35	_____
_____	9' x 30' Classic Carpet .....	\$ 672.40	\$ 739.65	\$ 941.35	_____
_____	9' x 40' Classic Carpet .....	\$ 896.40	\$ 986.05	\$ 1,254.95	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 103.00	\$ 113.30	\$ 144.20	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 205.95	\$ 226.55	\$ 288.35	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 308.90	\$ 339.80	\$ 432.45	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 411.85	\$ 453.05	\$ 576.60	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 205.95	\$ 226.55	\$ 288.35	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 411.85	\$ 453.05	\$ 576.60	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 617.80	\$ 679.60	\$ 864.90	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 823.70	\$ 906.05	\$ 1,153.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .50	\$ .55	\$ .70	_____

\*\*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		9% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before MAY 04, 2018



# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

2018 ASCO ANNUAL MEETING  
 OFFICIAL CONTRACTOR

**ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 04, 2018**

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.45

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

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>3.45</b>	\$ <b>3.80</b>	\$ <b>4.85</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
1 - 700 sq. ft.		\$ <b>4.80</b>	\$ <b>5.30</b>	\$ <b>6.70</b>	_____
Over 700 sq. ft.		\$ <b>4.20</b>	\$ <b>4.60</b>	\$ <b>5.90</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
1 - 700 sq. ft.		\$ <b>5.65</b>	\$ <b>6.20</b>	\$ <b>7.90</b>	_____
Over 700 sq. ft.		\$ <b>5.05</b>	\$ <b>5.55</b>	\$ <b>7.05</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. @ \$ 1.15

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>1.15</b>	\$ <b>1.25</b>	\$ <b>1.60</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>.95</b>	\$ <b>1.05</b>	\$ <b>1.35</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>2.30</b>	\$ <b>2.50</b>	\$ <b>3.20</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>1.90</b>	\$ <b>2.10</b>	\$ <b>2.70</b>	_____

TOTAL COST		
_____	+	_____ = _____
Sub- Total		9% Tax Total Cost

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before MAY 04, 2018

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

2018 ASCO ANNUAL MEETING  
**OFFICIAL CONTRACTOR**

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

FREEMAN cleaning

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

For Assistance, please call (773) 473-7080 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
_____	610100	Booth Vacuuming - One Time .....	.75	1.05	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.50	2.10	_____
_____	610300	Booth Vacuuming - 3 Days .....	2.25	3.15	_____
_____	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 .....	1.10	1.55	_____
_____	630200	Shampoo Carpet - 2 Days .....	2.20	3.10	_____
_____	630300	Shampoo Carpet - 3 Days .....	3.30	4.65	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	187.70	262.80	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	203.00	284.20	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	242.15	339.00	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

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

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
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2018 ASCO ANNUAL MEETING  
**OFFICIAL CONTRACTOR**

**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 04, 2018**

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

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## 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		9 % Tax Total Cost

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

For Assistance, please call (773) 473-7080 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'	2,584.00	3,617.60	<input type="checkbox"/> 10' x 20'	5,952.50	8,333.50 _____
Package 2	<input type="checkbox"/> 10' x 10'	1,809.20	2,532.90	<input type="checkbox"/> 10' x 20'	3,491.90	4,888.65 _____
Package 3	<input type="checkbox"/> 10' x 10'	2,568.75	3,596.25	<input type="checkbox"/> 10' x 20'	5,010.95	7,015.35 _____
Package 4	<input type="checkbox"/> 10' x 10'	2,341.60	3,278.25	<input type="checkbox"/> 10' x 20'	4,556.60	6,379.25 _____
Package 5	<input type="checkbox"/> 10' x 10'	2,705.65	3,787.90	<input type="checkbox"/> 10' x 20'	5,303.70	7,425.20 _____
Package 6	<input type="checkbox"/> 10' x 10'	2,820.55	3,948.75	<input type="checkbox"/> 10' x 20'	5,576.05	7,806.45 _____

### 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 \_\_\_\_\_

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

Indicate exactly how you want your company name to appear:

### 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		9 % Tax      Total Cost

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
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2018 ASCO ANNUAL MEETING  
 OFFICIAL CONTRACTOR

**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 04, 2018**

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 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

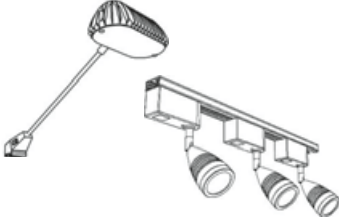
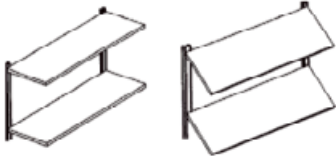
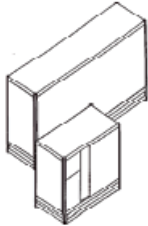
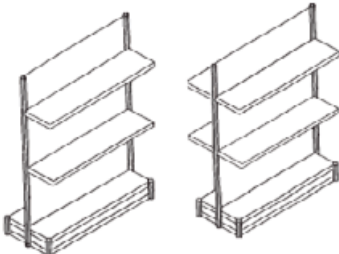


COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	110.90	155.25	_____
___	172514	4' Tracklight (3 lights)	337.05	471.85	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	582.30	815.20	_____
___	17306	1M x 1/2M x 42" High.....	651.95	912.75	_____
___	17308	2M x 1/2M x 36" High.....	733.20	1,026.50	_____
___	17309	2M x 1/2M x 42" High.....	767.85	1,075.00	_____
___	173010	1M Radius x 1/2M x 36" High.	545.15	763.20	_____
___	173011	1M Radius x 1/2M x 42" High..	637.75	892.85	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	24.95	34.95	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	395.45	553.65	_____
___	174542	Double Sided 1M x 4' High..	494.40	692.15	_____
___	174581	Single Sided 1M x 8' High...	547.60	766.65	_____
___	174582	Double Sided 1M x 8' High..	684.50	958.30	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	87.20	122.10	_____
___	17206	1M Angled (37" x 12") .....	101.05	141.45	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	35.00	49.00	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		9% Tax		Total Cost	

Don't see what you need?  
 Please call Exhibitor Sales at (773) 473-7080.

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

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

2018 ASCO ANNUAL MEETING  
**OFFICIAL CONTRACTOR**

**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 04, 2018**

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

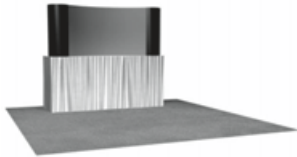
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

## TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,184.45	1,658.25	_____	_____
40"H x 8'W	1,381.80	1,934.50	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,481.75	2,074.45	_____	_____
40"H x 8'W	1,677.85	2,349.00	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
 Draped Table (select color below)  
 Classic Carpet 9' X 10' (select color below)  
 Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Nightly Vacuuming  
 1-200 Watt Halogen Light (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  Blue

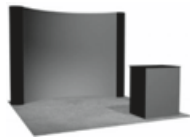
**\*Other Colors Also Available for Purchase Units**

**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			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,976.65	2,767.30	_____	_____
8'H x 10'W	2,363.40	3,308.75	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	3,359.60	4,703.45	_____	_____
8'H x 10'W	3,943.90	5,521.45	_____	_____

\*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  Blue

**\*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	_____	225.10	315.15	_____	_____	319.80	447.70	_____
1715801	1-200 Watt Halogen Light Kit	_____	118.55	165.95	_____	_____	232.95	326.15	_____
1715802	Straight Shelf	_____	90.80	127.10	_____	_____	161.90	226.65	_____
1715803	Angled Shelf	_____	90.80	127.10	_____	_____	161.90	226.65	_____

## 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	+	10.25% Tax	=	Total Cost
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### RENTAL UNITS TOTAL COST

Sub-Total	+	9% Tax	=	Total Cost
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# FREEMAN

8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 1, 2018

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FREEMAN fabric solutions

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Solutionist will contact you for details.



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,633.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	_____
_____	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	_____



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,608.95	\$3,913.45	_____
_____	10'	4'	31.42'	\$3,414.80	\$5,122.20	_____
_____	15'	3'	47.12'	\$3,861.10	\$5,791.65	_____
_____	15'	4'	47.12'	\$5,066.50	\$7,599.75	_____
_____	20'	4'	62.80'	\$6,860.85	\$10,291.30	_____



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,490.70	\$3,736.05	_____
_____	10'	4'	30'	\$3,259.55	\$4,889.35	_____
_____	15'	3'	45'	\$3,750.35	\$5,625.55	_____
_____	15'	4'	45'	\$4,914.80	\$7,372.20	_____
_____	20'	4'	60'	\$6,784.90	\$10,177.35	_____



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,704.55	\$2,556.85	_____
_____	10'	4'	20'	\$2,212.85	\$3,319.30	_____
_____	15'	3'	30'	\$2,513.60	\$3,770.40	_____
_____	15'	4'	30'	\$3,276.35	\$4,914.55	_____
_____	20'	4'	40'	\$4,473.70	\$6,710.55	_____

Total: \_\_\_\_\_ x 10.25 %(Tax) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

# FREEMAN

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McCook, IL 60525

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2018 ASCO ANNUAL MEETING  
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DEADLINE DATE  
MAY 4, 2018

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

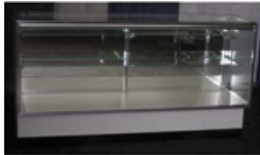
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## SHOWCASES



**FULL VISION CASE**



**TOWER CASE**



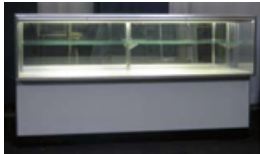
**QUARTER VISION CASE**



**CORNER VISION CASE**



**WALLCASE**



**HALF VISION CASE**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>FULL VISION CASE</b>						
1-8" & 1-10" Glass Shelf with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$621.85	\$684.05	\$870.60	\$ _____
_____	101051	5'.....	\$621.85	\$684.05	\$870.60	\$ _____
_____	101061	6'.....	\$621.85	\$684.05	\$870.60	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>QUARTER VISION CASE</b>						
12" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$621.85	\$684.05	\$870.60	\$ _____
_____	101052	5'.....	\$621.85	\$684.05	\$870.60	\$ _____
_____	101062	6'.....	\$621.85	\$684.05	\$870.60	\$ _____

<b>HALF VISION CASE</b>						
1-10" Glass Shelf with Adjustable Brackets						
18" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$621.85	\$684.05	\$870.60	\$ _____
_____	101050	5'.....	\$621.85	\$684.05	\$870.60	\$ _____
_____	101060	6'.....	\$621.85	\$684.05	\$870.60	\$ _____

<b>CORNER VISION CASE</b>						
Includes Rear Access and Glass Shelves						
Case is 20" Deep						
Available in Full, Half, and Quarter Sizes						
*Cases on the sides in picture above are not included						
_____	101091	Full.....	\$760.00	\$836.00	\$1064.00	\$ _____
_____	101090	Half.....	\$760.00	\$836.00	\$1064.00	\$ _____
_____	101092	Quarter.....	\$760.00	\$836.00	\$1064.00	\$ _____

<b>TOWER CASE</b>						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$815.25	\$896.80	\$1,141.35	\$ _____

<b>WALLCASE</b>						
Dimensions are 48"L x 20"D x 72" H						
(4) 12" Glass Shelves						
Adjustable Brackets						
Lights						
Locks						
60" High Sliding Glass Doors						
Available in See-Thru (pictured above) and Solid						
_____	1010203	Solid.....	\$787.70	\$866.45	\$1102.80	\$ _____
_____	1010204	See-Thru.....	\$787.70	\$866.45	\$1102.80	\$ _____

- All showcases are 20"D x 38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical services are **NOT** included. Please order the electrical service from the electrical contractor.

TOTAL COST		
Sub-Total	+ Tax (9%)	= TOTAL
_____	_____	_____



# F R E E M A N

## SHOWCASE PLACEMENT

The grid below may be printed to layout the placement of your showcase. Please complete as clearly as possible, indicating the following:

- Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

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

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = \_\_\_\_\_ FOOT/FEET or \_\_\_\_\_ INCHES

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

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

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## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

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

sq. ft. \_\_\_\_\_ \$ 17.95 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 26.95 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" @	33.35	50.05 =	_____
7" x 22" @	33.35	50.05 =	_____
7" x 44" @	46.80	70.20 =	_____
9" x 44" @	60.40	90.60 =	_____
11" x 14" @	33.35	50.05 =	_____
14" x 22" @	46.80	70.20 =	_____
14" x 44" @	93.45	140.20 =	_____
22" x 28" @	93.45	140.20 =	_____
28" x 44" @	188.80	283.20 =	_____
20" x 60" @	188.80	283.20 =	_____

(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	+	10.25 % 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 (773) 473-7080 for assistance.

## EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees (“Exhibitor employee” means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date) are permitted in a booth of any size with the use of the exhibitor’s ladders and hand tools to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor’s own drapery, including the skirting of exhibitor tables, on the Authority’s premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor’s electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

**Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

## UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established. Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

### RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

### TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

### DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

### HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

### CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

### ELECTRICIANS

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

**SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:**

<b>Morning Breaks (approximately):</b>	<b>9:30 a.m.</b>	<b>to</b>	<b>9:45 a.m.</b>
<b>Lunch Schedules (approximately):</b>	<b>12:00 Noon</b>	<b>to</b>	<b>12:30 p.m.</b>
<b>Afternoon Breaks (approximately):</b>	<b>2:30 p.m.</b>	<b>to</b>	<b>2:45 p.m.</b>

**LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL**

**STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11**

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

<b>Teamsters</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Riggers</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Decorators</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday, Martin Luther King Day
	Double Time from midnight to 6:00 am		

<b>Carpenters</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 8:00 am - 4:30 pm	Over Time 6:00 am - 6:30 pm	Double Time for all time worked
	Over Time after 4:30 pm and 8 consecutive hours worked until 8:30 pm • See below		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		
<ul style="list-style-type: none"> <li>• If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.</li> <li>• <b>Example:</b> Carpenter worked 12:30 pm through 4:30 pm Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.</li> </ul>			

<b>Carpenters (Break of Show)</b>	
<b>Monday - Friday</b>	<b>Saturday</b>
Straight Time for all hours worked until 8:30 p.m.	6:00 a.m. - 6:30 p.m. Over Time for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked)	

<b>Electricians</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time until Monday 6:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour time period	6:00 am start shall be Over Time for the 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours or 4:30 pm whichever comes first	New Years Day Memorial Day Independence Day Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		

# 2018 ASCO<sup>®</sup> ANNUAL MEETING

DELIVERING DISCOVERIES: EXPANDING THE REACH OF PRECISION MEDICINE

## **EAC/Non-Official Contractor Notification Submission Instructions:**

An EAC (Exhibitor Appointed Contractor)/Non-Official Contractor is a company other than the official contractors listed in the exhibitor service manual providing a service (installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out. Please refer to the [Contact Information page](#) for a complete list of Official Contractors

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit this form, via the online [Exhibitor Resource Center](#), comply with all rules and regulations and supply necessary information by the **Wednesday, April 25** deadline.

## **RULES & REGULATIONS REGARDING EXHIBITOR APPOINTED CONTRACTORS (EAC)**

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to ASCO Exhibit Management (SPARGO, Inc.) by the **Wednesday, April 25** deadline.
- EAC/Non-Official Contractors must provide a Certificate of Liability Insurance naming ASCO, SPARGO, Inc., Freeman, McCormick Place, Metropolitan Pier and Exposition Authority and SMG as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance with local law. Please see the "sample certificate of liability insurance" on the following page. Certificates of Liability Insurance must indicate the name of the exhibiting company and booth number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.
- All EAC/Non-Official Contractors must also be authorized to work in McCormick Place as an "event contractor." For more information please visit the [McCormick Place website](#) or contact Show Operations at [showoperations@mccormickplace.com](mailto:showoperations@mccormickplace.com).
- All EAC/Non-Official Contractor personnel must be properly identified and are required to wear show-designated wristbands during move in/move out or an official ASCO Annual Meeting badge on show site. Additional information on this process will be emailed to the supervisor listed on this form the week of May 14.
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the EAC is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
- EAC/Non-Official Contractors may not solicit from outside of their booth or elsewhere in the meeting venue, including at educational and scientific meeting rooms and poster sessions, and may not canvass in any part of the Exhibit Hall or Meeting venue.
- McCormick Place is a smoke-free facility. No smoking is permitted anywhere in the facility.
- All bags, tool boxes, cartons, etc. removed from the show floor are subject to inspection.
- All personnel are required to follow all safety rules as set forth by ASCO, SPARGO, Inc., McCormick Place, and Freeman.
- Exhibitors are responsible for the conduct of their EAC/Non-Official Contractors.
- Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.



## **WORKSPACE**

ASCO is requiring all EACs to have their work and staging areas set up directly at their client(s) contracted space and not in any other area such as the loading docks, food court, posters, etc. Please be sure to make arrangements to all for work and set up your operations at the space(s) which you/your client is contracted.

## **LIABILITY WHEN YOU USE AN EXHIBITOR APPOINTED CONTRACTOR (EAC)**

If you decide to use the services of an Exhibitor Appointed Contractor (EAC, I & D, Display House), you should be aware that you assume third-party liability in the event that the EAC does not pay the general contractor or McCormick Place for charges incurred on your behalf.

## **REMOVAL OF EXCESS TRASH**

Your contract with ASCO requires that the exhibit space be returned in the same manner in which it was received. Therefore, all carpet and padding must be rolled up and tape must be scraped off of the floor. Carpet, padding, promotional materials and display components must be removed from McCormick Place accordingly. It is the responsibility of the exhibitor appointed contractor to see that this condition is met. Exhibiting companies or the EAC/Non-Official Contractors that do not remove the excess trash from their booth space will be billed for the removal.

## **BOOTH SETUP POLICY**

To avoid last-minute clean-up, EAC/Non-Official Contractors must make sure the exhibitor's booth is completely set (including product) by 4:30 PM, Friday, June 1.

## **ACCESS TO THE EXHIBIT HALL**

All EAC/Non-Official Contractors are permitted on the exhibit floor ONLY during official move-in and move-out hours providing all required information and forms are supplied. Access to the exhibit floor for move out will be permitted at 5:00 PM (CDT) on Monday, June 4. This includes but is not limited to EAC personnel and their equipment.

Failure to comply with any or all of the above will result in refusal of the EAC/Non-Official Contractor access to the Exhibit Hall and the ability to service your exhibit for the remainder of the Meeting.

A sample certificate of insurance can be found on the last page.

If you have questions with regards to EAC/Non-Official Contractors, please contact Stephanie Houck or Eileen McGill, ASCO Exhibit Operations Management, at [ascoexhibits@spargoinc.com](mailto:ascoexhibits@spargoinc.com) or 703-631-6200.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/05/2018

<b>PRODUCER</b>  Insurnce Agent/Broker Name Insurnce Agent/Broker Street Address or P.O. Box Insurnce Agent/Broker City, State & Zip Code Contact & Phone Number	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  Company Name Address Address City, State & Zip Code	INSURER A: Name of Insurance Company	Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy #	5/26/2018	6/6/2018	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$1,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
						Contractual Liability	\$1,000,000
	<input type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
	<input type="checkbox"/>	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Policy #	5/26/2018	6/6/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$1,000,000
						E.L. DISEASE - POLICY LIMIT	\$1,000,000
	<input checked="" type="checkbox"/>	<b>OTHER</b> Property Damage	Policy #	5/26/2018	6/6/2018		\$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Additional Insured for the 2018ASCO Annual Meeting (Dates June 1-5, 2018) (Exhibit Dates June 2-4, 2018) servicing (Enter Exhibiting Company name here) at booth # \_\_\_\_\_:

American Society of Clinical Oncology, SPARGO, Inc., Freeman, McCormick Place, MPEA and SMG

<b>CERTIFICATE HOLDER</b>  American Society of Clinical Oncology 2318 Mill Road Suite 800 Alexandria, VA 22314 Phone: (571) 483-1300 Fax: (703) 299-0255	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE
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# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

DISCOUNT PRICE

DEADLINE DATE

MAY 4, 2018

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 a.m. to 4:30 p.m. Monday through Friday .....	\$ 123.25	\$ 172.55
<b>Overtime</b> - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday .....	\$ 185.00	\$ 259.00
**If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**		
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. ....	\$ 246.50	\$ 345.10

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 P.M. shall be charged at Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**
  - **Show Site prices will apply to all labor orders placed at show site.**
  - Price is per person/per hour
  - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
  - Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
  - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
  - Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.**

## INSTALLATION LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

# F R E E M A N

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

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

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

Other (Specify) \_\_\_\_\_

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

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

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

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

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

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

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

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Select a Carrier:

Freeman Exhibit Transportation:

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

Other Carrier:

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 Level of Service:

1 Day: Delivery next business day

Standard Ground

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

Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

#### Freight Charges:

Same as ship to

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

#### Select Shipment Options (if applicable)

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

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

Re-route via Freeman's choice

Deliver back to the warehouse at exhibitor's expense

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

**FREEMAN installation & dismantle labor**

# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

## **HANGING SIGNS** ***Hanging of Signs in McCormick Place*** ***Procedures and Rules***

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### **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the 20' height limitation specific to your booth type and building.
2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by **FRIDAY, MAY 21, 2018.**
3. The weight of signs or materials is not to exceed 250 lbs. per hanging point. Any sign weighing in excess of 500 lbs. will require a "structural integrity" form.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble any hanging sign. This pertains only to assembly. Dismantling can be done by a display house.
9. Set-up instructions must be included with the Order Form and with sign crates.
10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.
12. YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGEMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.

# FREEMAN

8201 West 47th Street

McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

DISCOUNT PRICE

DEADLINE DATE

MAY 4, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. See diagram on the following page.

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

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

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

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

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

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your sign require a Chain Fall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are You Shipping to the Adv. Warehouse? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Installation Estimate

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

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

#### Overtime

4:30 P.M. to Midnight, Monday through Friday

8:00 A.M. to 4:30 P.M. Saturday

#### Double Time

Midnight to 6:00 A.M. Monday through Friday

4:30 P.M. to Midnight Saturday

ALL DAY SUNDAY AND HOLIDAYS

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation

**Crew Size** MINIMUM of two people under normal circumstances. However, at Freemans discretion, based on the scope of work and safety, 3 or more men may be required.

**Materials** Cable, clamps, etc. additional and charged accordingly

#### Equipment With Crew

- Standard prices will apply to all orders placed after the deadline date.
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
<b>Condor</b> Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	\$514.25	\$639.75	\$ 764.75
<b>Standard Price</b>	\$719.95	\$895.65	\$1070.65
<b>Additional Crew</b> Assembly Labor (Per person / Per hour)			
Advance Price	\$123.25	\$185.00	\$246.50
<b>Standard Price</b>	\$172.55	\$259.00	\$345.10
<b>Electrical Assembly</b> Assembly Labor (Per person / Per hour)			
Advance Price	\$107.00	\$157.00	\$206.00
<b>Standard Price</b>	\$150.00	\$220.00	\$288.50

### Dismantle Estimate

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

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

### SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

**SUPERVISION BY FREEMAN** Please complete the information on the following page

- Installation of your Hanging Sign will be completed at our discretion prior to show opening.

**SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_

FREEMAN hanging sign labor

# F R E E M A N

## HANGING SIGN PLACEMENT DIAGRAM

The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

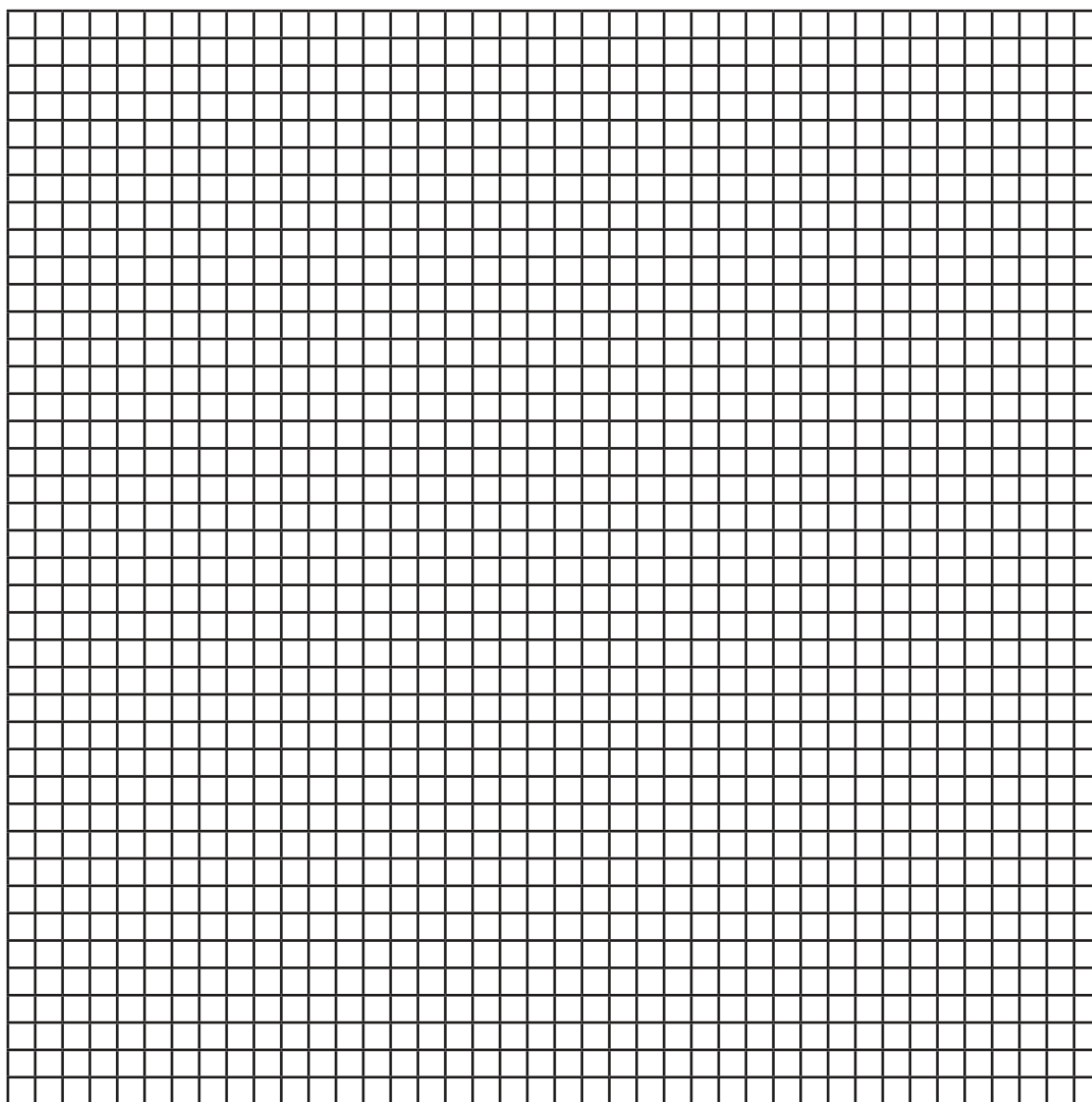
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

\_\_\_\_\_ Feet in from the back Aisle # \_\_\_\_\_

Feet in from the left Aisle # \_\_\_\_\_

Feet in from the right Aisle # \_\_\_\_\_



\_\_\_\_\_ Feet in from the front Aisle # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

**F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

**DEADLINE DATE  
MAY 4, 2018**

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

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

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\_\_\_\_\_, the contracted exhibitor at the **2018 ASCO ANNUAL MEETING** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **AMERICAN SOCIETY OF CLINICAL ONCOLOGY, McCORMICK PLACE, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor's expense.

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

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

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

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

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

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

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

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

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

**FREEMAN structural integrity statement**



## IMPORTANT ELECTRICAL EXHIBITING INFORMATION

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical department for clarification at +1(773) 379-5040 or faxed to +1(773) 379-5042.

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF  
(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female  
Hubbel HBL 400CT (Hots – Male Neutral & Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.


Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

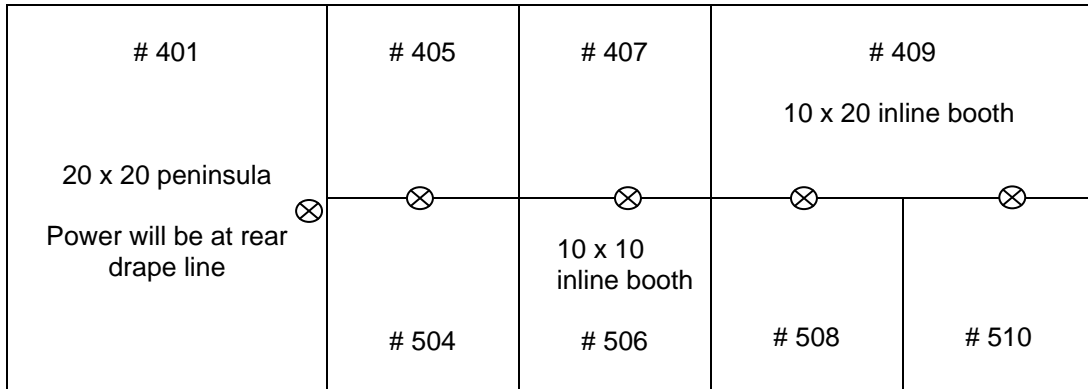
**We appreciate your business.**



# SAMPLE LAYOUTS

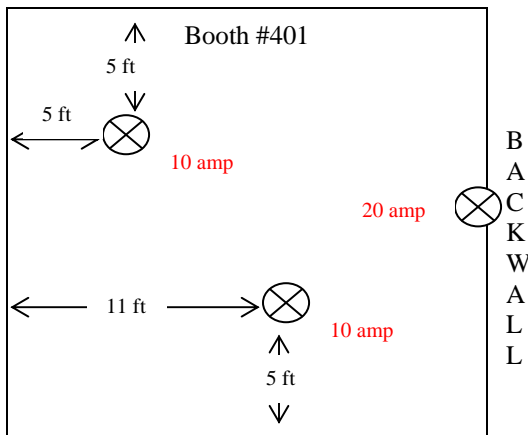
## INLINE BOOTHS

Power is run or dropped to inline booths along the back walls or drupe line of multi booth sections. The “main power locations” therefore are always located at the back of inline and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

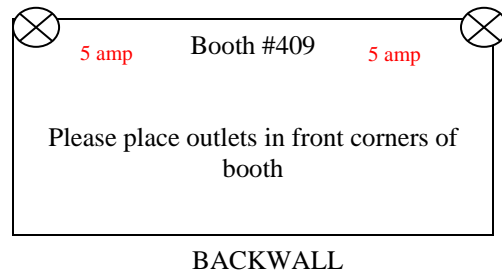


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 Inline – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

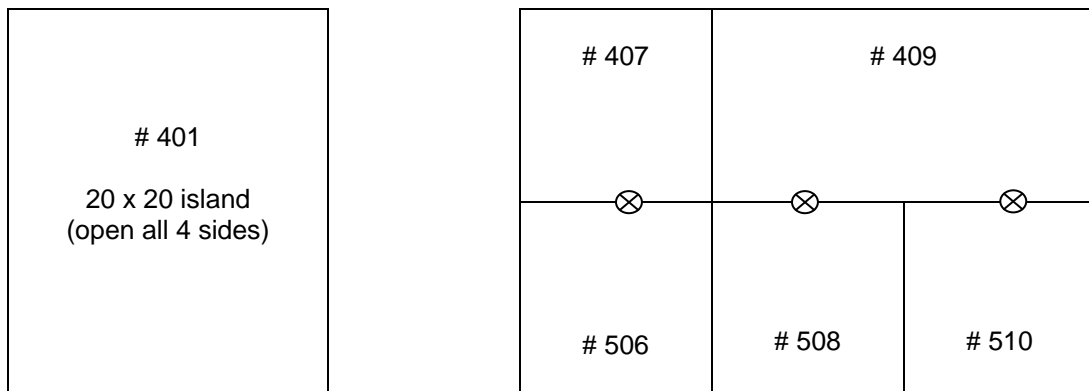
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

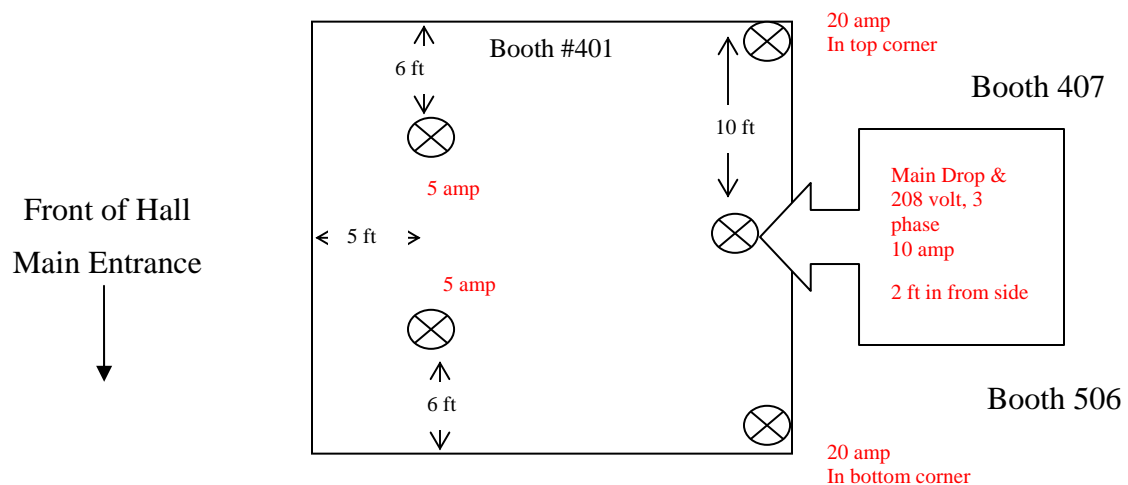
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

**100 WATTS = 1 AMP**

WATTAGE		WATTAGE	
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	500
Coffee Pot		Double	1000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Lights with Freeman rental booths	200 each
Desk Top (monitor & CPU)	200 - 900	Microwave Oven	500 – 2000
Lap Top	150 - 300	Mixer	500 – 1000
Monitor (independent)	50 - 200	Photocopier	dependent upon size – may require 208v
Computer Printer		Pizza Oven (small)	30 amp/120 volt Special Connection
Dot Matrix	100 - 500	Plasma TV – 32” to 50”	1000
Laser	400 - 1000	Popcorn Maker	2000
Crock Pot	200 -1000	Projector (May be dependent upon size)	1000
DVD Player	100	Refrigerator	
Electric Frying Pan	1200 - 2000	Small	100
Fax Machine	1000	Regular	700
Food Processor	500 – 2000	Meat Slicer	500 - 1000
Glue Gun	300	Steamer	2000
Griddle	1500	Stereo (amplifier)	100 - 500
Hair Dryer	1000 - 1900	Television	100 - 500
Heat Lamps (per lamp)	250	Toaster	1000
Heater (portable)	1500 - 2000	Toaster Oven	1500
Hot Plate		Typewriter	100
Single	1000	Vacuum Cleaner	1500
Double	1500 – 2000	Water Cooler	100
Hot Water Heater	30 amp/208 volt/Single Phase		

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## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)  
 Overtime - 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.  
 Double Time - After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.  
 ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday

**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Advance Price	Show Site Price
Electrician - ST.....	\$107.00	\$150.00
Electrician - OT .....	\$157.00	\$220.00
Electrician - DT .....	\$206.00	\$288.50
Scissor Lift w/crew - ST .....	\$314.50	\$440.50
Scissor Lift w/crew - OT .....	\$364.50	\$510.50
Scissor Lift w/crew - DT .....	\$413.50	\$579.00
Condor w/crew - ST .....	\$488.50	\$684.00
Condor w/crew - OT.....	\$589.50	\$825.50
Condor w/crew - DT.....	\$689.50	\$965.50

**Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.**

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

**Note: For more information and an example of a completed floorplan please see the following page.**

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

### Labor Request

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

FREEMAN electrical labor

**ELECTRICAL INSTRUCTIONS**

- 1 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.
- 2 A minimum charge of one half (1/2) 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 one half (1/2) hour.
- 3 Charges for labor commence at time of dispatch to service the labor call. A one half (1/2) 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.
- 4 Labor charges will include the time for electricians 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.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

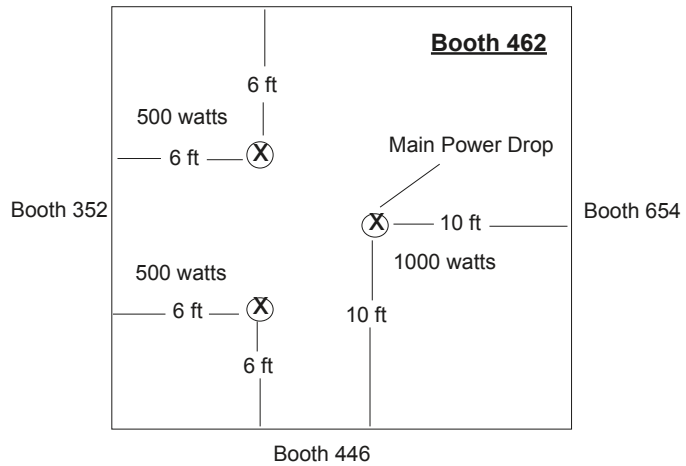
**CANCELLATION POLICY**

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**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 wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



# FREEMAN

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

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

#### 110/120 VOLT

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	122.50	183.75 = \$	_____
1000 Watts (10 amps)	_____	_____	216.50	324.75 = \$	_____
2000 Watts (20 amps)	_____	_____	336.00	504.00 = \$	_____

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

20 Amps	_____	_____	541.00	811.50 = \$	_____
30 Amps	_____	_____	570.00	855.00 = \$	_____
60 Amps	_____	_____	623.00	934.50 = \$	_____
100 Amps*	_____	_____	1,247.00	1,870.50 = \$	_____

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

20 Amps	_____	_____	668.50	1,002.75 = \$	_____
30 Amps	_____	_____	745.50	1,118.25 = \$	_____
60 Amps	_____	_____	807.00	1,210.50 = \$	_____
100 Amps*	_____	_____	1,314.50	1,971.75 = \$	_____
200 Amps*	_____	_____	2,627.00	3,940.50 = \$	_____
400 Amps*	_____	_____	4,520.00	6,780.00 = \$	_____

Transformer to Boost 208V to Approx. 230V - 7.75 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

#### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	815.50	1,223.25 = \$	_____
30 Amps	_____	_____	859.00	1,288.50 = \$	_____
60 Amps	_____	_____	1,166.00	1,749.00 = \$	_____
100 Amps*	_____	_____	1,343.50	2,015.25 = \$	_____
200 Amps*	_____	_____	2,686.50	4,029.75 = \$	_____

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

Single Light Stand (200w)	_____	_____	165.50	248.25 = \$	_____
Double Light Stand (400w)	_____	_____	255.00	382.50 = \$	_____
Arm Light**	_____	_____	159.50	239.25 = \$	_____
Overhead Light	_____	_____	484.50	726.75 = \$	_____

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

\*May require labor and/or lift at additional charge. Please contact ChicagoElectrical@Freeman.com for estimated charges.

\*\*Requires a hard wall surface for installation.

### ADDITIONAL INFORMATION

#### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF:  
 MAY 4, 2018

#### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

#### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

#### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

#### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

#### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

#### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

#### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact [chicagoelectrical@freeman.com](mailto:chicagoelectrical@freeman.com).

#### EXTENSION CORDS AND POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Desk. Extension cords and power strips owned and used by Exhibitors MUST comply with the City of Chicago Electrical Code. Please contact us for additional information.

### TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax 9% Rental	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

FREEMAN electrical



## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

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

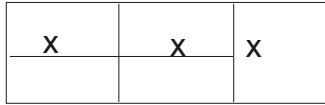
#### For Lighting

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

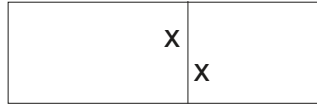
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

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



IN-LINE BOOTHS / PENINSULA

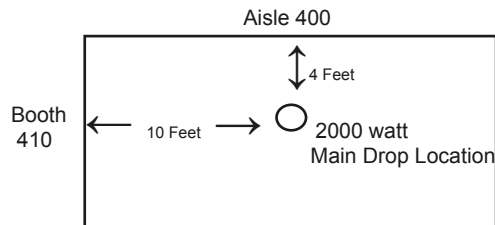


BACK TO BACK PENINSULA

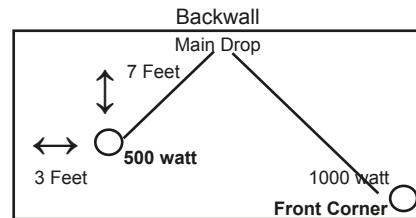
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**For Assistance, please call 773-473-7080 to speak with one of our ELECTRICAL EXPERTS.**

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

## EXTENDED POWER

Power is turned on each day per the schedule outlined below. If you require power outside any of the scheduled install/dismantle days / times below this is considered Extended Power and is a charge which can be ordered for a **flat fee per day in addition to the outlet price**, see pricing listed below. If you need Extended Power please place an order in advance or during the show.

## 24 HOUR POWER

Please note that 24 hour power orders are for SHOW DAYS only. 24 hour power begins at 8:00 a.m. on Saturday, May 26, 2018 and runs through 5:00 p.m. on Monday, June 4, 2018. This can be found on the Freeman Electrical order form.

## POWER SCHEDULE

Saturday	May 26	8:00 a.m. - 4:30 p.m. (Lighting, Truss & Hanging Sign Rigging Move-In Only)
Tuesday	May 29	8:00 a.m. - 4:30 p.m.
Wednesday	May 30	8:00 a.m. - 4:30 p.m.
Thursday	May 31	8:00 a.m. - 4:30 p.m.
Friday	June 1	8:00 a.m. - 4:30 p.m.
Saturday	June 2	9:00 a.m. - 5:00 p.m. (Show Day)
Sunday	June 3	9:00 a.m. - 5:00 p.m. (Show Day)
Monday	June 4	9:00 a.m. - 5:00 p.m. (Show Day)

**Any electrical needed after 5:00 p.m., Monday, June 4, 2018 through the move-out is considered Extended Power and must be ordered.**

## EXTENDED POWER

	Price (per day)	Dates Needed
110 Volt _____	\$150.00	_____
208 Volt _____	\$300.00	_____
480 Volt _____	\$500.00	_____
Any Combination _____	\$800.00	_____

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax *N/A* TOTAL \_\_\_\_\_

Freeman extended power

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (708) 255-7100 • Fax (469) 621-5603  
 Email: [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com)

2018 ASCO ANNUAL MEETING  
**OFFICIAL CONTRACTOR**

**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 4, 2018**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please email our experts at [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com) or call 708-255-7100.

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## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All hoists brought in by an outside vendor must adhere to ANSI E1.6-2 - 2013 or they will not be hung by Freeman. Yearly maintenance records with dates and serial numbers must be provided prior to arriving at show site.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

**Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday**  
**Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.**  
**Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.**  
**ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday**  
 • Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

### LIGHTING DESIGNER INFORMATION:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Company Name: \_\_\_\_\_

Description	Advance Price	Standard Price
<b>RIGGING EQUIPMENT</b>		
• Rates are per lift and crew, per hour		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor and Crew - ST .....	\$488.50	\$684.00
Condor and Crew - OT .....	589.50	825.50
Condor and Crew - DT .....	689.50	965.50
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift and Operator - ST .....	\$315.50	\$ 440.50
Scissor Lift and Operator - OT .....	364.50	510.50
Scissor Lift and Operator - DT .....	413.50	579.00
<b>MISCELLANEOUS LABOR</b>		
• Charges do not apply if your electrical needs consist of 20 amps or less.		
Turn-On / Turn-Off Charge - ST .....	\$107.00	\$ 150.00
Turn-On / Turn-Off Charge - OT .....	157.00	220.00
Turn-On / Turn-Off Charge - DT .....	206.00	288.50
<b>MISCELLANEOUS EQUIPMENT</b>		
One Ton Hoist (power not included - complete Electrical Order Form) .....	\$ 536.50	\$ 804.75
Half Ton Hoist (power not included - complete Electrical Order Form) .....	517.00	775.50
20.5" Box Truss (per foot) - Silver .....	26.00	39.00
12" x 18" Box Truss (per foot) - Black .....	25.00	37.50
12" Box Truss (per foot) - Silver .....	24.00	36.00
Small Rotator .....	272.00	408.00
Large Rotator .....	542.00	813.00
Design Fee .....	159.00	159.00
Corner Blocks .....	108.00	162.00

***Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.***

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please email our experts at [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com) or call 708-255-7100.

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

**HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR**

**INSTALLATION LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **\$132.50 per hour charge**.

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (\$132.50)						= \$ _____
Total Installation						= \$ _____

**DISMANTLE LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **\$132.50 per hour charge**.

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (\$132.50)						= \$ _____
Total Dismantle						= \$ _____

**PLEASE NOTE:**  
**IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.**

**FREEMAN HARD HAT POLICY**

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

FREEMAN hanging truss & chain hoist

# FREEMAN

8201 West 47th Street  
McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

DISCOUNT PRICE

DEADLINE DATE

MAY 4, 2018

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

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

## LIGHTS OUT REQUEST

All exhibitors may request the lights located directly over their booth be turned off. Shrouding of lights (fabric hung around light to screen light from certain areas) and turning off of individual lights are done on a time, material and equipment basis. For the purposes of lights out, there are three categories of requests:

- 1. Over Booth** - Lights directly over exhibitor's booth. This request should be done in advance.
- 2. Partial Over Booth** - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
- 3. Adjacent Aisle Lights** - Lights completely over adjacent aisle. The exhibitor that is closest to the light has the right to determine if the light may be turned off. However, the final decision for any lights being turned off always reverts to Show Management and the Fire Safety Office.

Freeman and Show Management cannot confirm lights out categories 2 or 3 until all affected exhibitors are on site. Lights in categories 2 and 3 must be approved by Show Management and Fire Safety officials. Category 3 lights must also be approved by affected neighboring exhibitors. In these instances, lights in question may possibly be shrouded.

### INSTRUCTIONS

- All eligible companies must submit the "Lights Out Request" to Show Management and Freeman by MAY 4, 2018. With the completion of this form, the exhibitor accepts any applicable charges associated with this request.
- The MCC lighting system is set up in light banks of two (2) lights and/or individual circuits depending upon the location in the hall.
- Lights in the East, North & South Exhibit Hall may require a condor and crew to turn lights off.
- It may not be possible to turn off individual lights without turning off all lights in a particular bank.
- If the lights you have requested to be turned off are in a bank of lights, it may be possible to delete individual lights if accessible.

### ASSISTANCE

- For questions regarding the placement and number of lights above your booth, please contact the Freeman Electrical Department at (773) 473-7080.
- To determine whether a condor and crew will be needed, please contact the Freeman Electrical Department at (773) 473-7080.

### LIGHTS OUT REQUEST

Please Note: If you have requested that a bank of two (2) lights be shut off, you will be charged for two (2) lights - **not** one (1) bank.

\_\_\_ Lights Shrouded @ \$87.50 per light = \$ \_\_\_\_\_

\_\_\_ Individual Lights Turned Off @ \$76.00 per light = \$ \_\_\_\_\_

Light Numbers: \_\_\_\_\_ Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_

### LIGHTS REQUIRING CONDOR

Please Note: Shrouding requests will require a condor. Please see rates below. (Rates do not include materials.)

	DISCOUNT PRICE	SHOW SITE PRICE
Condor and crew Straight Time (per hour).....	\$559.50	\$783.50
Condor and crew Overtime (per hour).....	\$660.50	\$924.75
Condor and crew Doubletime (per hour).....	\$760.50	\$1064.75

### ESTIMATE CONDOR CHARGES

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Light Numbers: \_\_\_\_\_ Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_

**Total:** \_\_\_\_\_ x Tax (9%) \_\_\_\_\_ = \_\_\_\_\_

# F R E E M A N

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McCook, IL 60525  
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Email: FreemanChicagoES@freeman.com

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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

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## IMPORTANT INFORMATION (continued)

### NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

### NON-ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN HOIST OR FALL IS REQUIRED)

#### OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted in a DWG format to Freeman Rigging Manager three (3) weeks prior to move-in.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

### ELECTRICAL HANGING SIGNS

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

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Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

DISCOUNT PRICE  
DEADLINE DATE  
MAY 4, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please email our experts at [chicagoelectrical@freeman.com](mailto:chicagoelectrical@freeman.com) or call 773-473-7080.

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## COMPRESSED AIR: 90-100 lbs. PSI (Rental tax of 9% applies)

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet.....	_____	672.00	1008.00 = \$	_____
Additional outlets within 15 feet.....	_____	336.50	504.75 = \$	_____
Air line footage per foot .....	_____	5.75	5.75 = \$	_____

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

Standard connection is a 1/4" AMFLO C-1 quick disconnect. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

## WATER (Rental tax of 9% applies)

Service Charge for water outlet.....	_____	600.00	900.00 = \$	_____
Water line footage per foot .....	_____	5.75	5.75 = \$	_____

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

**Note:** Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

## DRAINS (Rental tax of 9% applies)

Service Charge for first drain outlet at rear of booth .....	_____	655.00	900.00 = \$	_____
Drain Line Footage per foot.....	_____	5.75	5.75 = \$	_____

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

## FILL & DRAINS (Purchase tax of 10.25% applies)

0 - 200 Gallons .....	_____	354.50	531.75 = \$	_____
201 - 400 Gallons .....	_____	560.00	840.00 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	44.00	66.00 = \$	_____

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

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

## GASES & MISCELLANEOUS EQUIPMENT

(Rental tax of 9% applies to equipment and material - purchase tax of 10.25% applies to Gas Type)

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_  
Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

## LABOR (Tax not applicable)

	Advance Price	Standard Price
<b>Straight Time</b> .....	\$ 107.00	\$ 150.00 = \$
<b>Overtime</b> .....	\$ 157.00	\$ 220.00 = \$
<b>Double Time</b> .....	\$ 206.00	\$ 288.50 = \$

**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; First (8) hours at work on Saturday up to 4:30 P.M.

**Double Time:** After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.

**ALL DAY** Sunday and Holidays.

Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.

In order to obtain the DISCOUNT price, your order and Method of Payment form **must be received by deadline date.**

### PURCHASE TOTAL COST

Subtotal	+	10.25% Tax	= \$	Total Cost
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### RENTAL TOTAL COST

Subtotal	+	9% Tax	= \$	Total Cost
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## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.
3. Credit will not be given for connections installed and not used.
4. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
5. All equipment must comply with state and local safety codes.
6. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
7. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
8. All equipment using water must have inlet and outlet properly tagged.
9. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
10. Rates listed are for services only. Additional labor and material charges may apply.
11. Service outlet size will be determined by the volume required.
12. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
13. All outlets will be installed on the floor at the backwall of booth if no floorplan is provided.
14. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
15. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

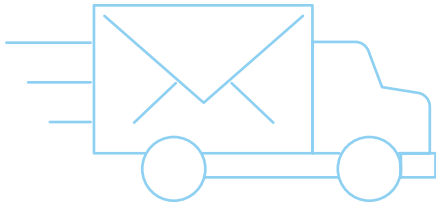
### ATTENTION:

**Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply. If you have questions regarding this, please contact our plumbing department at: 773-473-7080.**

**Natural gas lines are required to be installed with hard piping. Additional labor charges will apply to the outlet pricing. Please contact our plumbing department at: 773-473-7080 for quotation.**

**Certain areas require overhead drops for air, water and gas lines. Additional labor charges will apply for overhead work. Please contact our plumbing department at: 773-473-7080 for information.**

- **Electricity or electrical labor to connect and operate any plumbing apparatus is NOT INCLUDED.**
- **All electrical requirements must be ordered on the Electrical Order Form.**



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

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

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

**2018 ASCO ANNUAL MEETING**

C/O: FREEMAN  
2500 WEST 35TH ST  
CHICAGO, IL 60632

**MUST BE DELIVERED BY MAY 21, 2018**

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

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

**2018 ASCO ANNUAL MEETING**

C/O: FREEMAN  
MCCORMICK PLACE  
2301 S LAKE SHORE DR  
CHICAGO, IL 606161497

**CANNOT BE DELIVERED BEFORE MAY 29, 2018**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

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

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

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

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

**or**

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

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

**SHOW #** (421911) \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 01, 2018**

**DEADLINE DATE IS: MAY 21, 2018**

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

*EXHIBITOR NAME*

**C/O: FREEMAN  
2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**WAREHOUSE**

**EVENT: 2018 ASCO ANNUAL MEETING**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 01, 2018**

**DEADLINE DATE IS: MAY 21, 2018**

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

*EXHIBITOR NAME*

**C/O: FREEMAN  
2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**WAREHOUSE**

**EVENT: 2018 ASCO ANNUAL MEETING**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

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

**F R E E M A N**

**R U S H**  
**DO NOT DELAY**

**DELIVER BY: MAY 21, 2018**

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

C/O FREEMAN  
2500 WEST 35TH STREET  
CHICAGO, IL 60632

**HANGING SIGN**

*2018 ASCO ANNUAL MEETING*

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

**F R E E M A N**

**R U S H**  
**DO NOT DELAY**

**DELIVER BY: MAY 21, 2018**

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

C/O FREEMAN  
2500 WEST 35TH STREET  
CHICAGO, IL 60632

**HANGING SIGN**

*2018 ASCO ANNUAL MEETING*

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

***DO NOT DELAY***

***DO NOT DELAY***

***CANNOT DELIVER BEFORE MAY 29, 2018***

***CANNOT DELIVER BEFORE MAY 29, 2018***

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

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

**C/O: FREEMAN**  
**MCCORMICK PLACE**  
**2301 S LAKE SHORE DR**  
  
**CHICAGO, IL 606161497**

**C/O: FREEMAN**  
**MCCORMICK PLACE**  
**2301 S LAKE SHORE DR**  
  
**CHICAGO, IL 606161497**

**SHOW SITE**

**SHOW SITE**

EVENT: 2018 ASCO ANNUAL MEETING

EVENT: 2018 ASCO ANNUAL MEETING

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

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

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

# 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



# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING  
OFFICIAL CONTRACTOR

DISCOUNT PRICE  
DEADLINE DATE  
MAY 4, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

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

Please be aware this is accessible storage, not secured or empty storage. Accessible storage is not necessarily the first items returned to your booth at the close of the show.

Accessible Storage Rates are for SET-UP, STORAGE SPACE AND EACH TIME ACCESSED.

**The charge for accessible storage will be \$31.20 per skid plus labor to place/replenish/remove product and/or literature from storage.**

THERE WILL BE A LABOR CHARGE EVERY TIME THE MATERIALS ARE ACCESSED.

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

**\$ 91.00 per 1/2 hour for Straight Time**

**\$116.50 per 1/2 hour for Overtime**

**\$141.90 per 1/2 hour for Double Time**

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 & Holidays

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & 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 12:00 a.m. (Midnight) Monday through Friday; ALL DAY Saturday
- Double Time-** ALL DAY Sunday and Holidays and Midnight to 6:00 a.m.; Monday through Friday  
 (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Price per CWT	200 lbs. Minimum
-------------	---------------	------------------

### RATE CLASSIFICATIONS:

**Warehouse Shipment (200 lb. minimum)**

Crated or Skidded Shipment .....	\$ 116.75	\$ 233.50
Special Handling Shipment .....	\$ 152.00	\$ 304.00
Carpet and/or Pad Only Shipment .....	\$ 175.25	\$ 350.50

**Showsite Shipment (200 lb. minimum)**

Crated or Skidded Shipment .....	\$ 103.50	\$ 207.00
Special Handling Shipment .....	\$ 134.75	\$ 269.50
Uncrated or Pad Wrapped Shipment .....	\$ 155.25	\$ 310.50
Carpet and/or Pad Only Shipment .....	\$ 155.25	\$ 310.50

**Small Package - Maximum weight is 30 lbs. 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 May 21, 2018 .....	\$ 29.25	\$ 58.50
Showsite Shipment after June 1, 2018 .....	\$ 26.00	\$ 52.00

**Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 26.00	\$ 52.00
Special Handling Shipment .....	\$ 33.75	\$ 67.50
Uncrated or Pad Wrapped Shipment .....	\$ 39.00	\$ 78.00
Carpet and/or Pad Only Shipment .....	\$ 39.00	\$ 78.00

**Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 51.75	\$ 103.50
Special Handling Shipment .....	\$ 67.50	\$ 135.00
Uncrated or Pad Wrapped Shipment .....	\$ 77.75	\$ 155.50
Carpet and/or Pad Only Shipment .....	\$ 77.75	\$ 155.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Sub-Total</b>	
			<b>TOTAL</b>	

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 at 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 by-passed to reach target 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 place 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?**

Alternate 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.

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For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## RIGGING EQUIPMENT AND LABOR

### LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

#### STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

Straight Time, Overtime, Double Time Window			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day Memorial Day Independence Day Labor Day
	Double Time from midnight - 6:00 am	Double Time	Thanksgiving Day Christmas Day

#### Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

**Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:**

- You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
- Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
- ••Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
- Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in ••item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.

FREEMAN forklift / rigging labor

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

**RIGGING EQUIPMENT AND LABOR**

Part #	Description	Advance Price per Hour	Standard
<b>Forklift Labor</b>			
<b>Prices do not include crew (Half hour minimum per forklift)</b>			
3090600	Man Cage for Forklift.....	\$ 66.50	\$ 93.10
3090700	Boom for Forklift.....	\$ 66.50	\$ 93.10
30405	Sm.Forklift - up to 5,000 lbs .....	\$ 80.25	\$112.35
304015	Lg.Forklift - up to 15,000 lbs.....	\$136.00	\$190.40
30404	4- Stage Forklift .....	\$121.75	\$170.45
<b>Two Man Rigging Crew (Half hour minimum)</b>			
3020500	Rigging Crew - ST .....	\$287.50	\$402.50
3020501	Rigging Crew - OT .....	\$431.50	\$604.10
3020502	Rigging Crew - DT.....	\$575.00	\$805.00
<b>Additional Rigging Labor (Half hour minimum per person)</b>			
3020100	Rigger - ST .....	\$143.75	\$201.25
3020101	Rigger - OT .....	\$215.75	\$302.05
3020102	Rigger - DT.....	\$287.50	\$402.50

**PLEASE NOTE:** There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

•Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Please complete the forms below and return with your completed Method of Payment Form.

**INSTALLATION**

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

**DISMANTLE**

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

**FREEMAN**

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

2018 ASCO ANNUAL MEETING  
 OFFICIAL CONTRACTOR

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / June 2 - 4, 2018**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

**SHIPPING INFORMATION**

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

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

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

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

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

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

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

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

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

**METHOD OF SHIPMENT**

**Select a Carrier:**

- Freeman Exhibit Transportation**       **Other Carrier**

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

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

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

- Have loading dock       Lift gate required  
 Inside delivery       Air ride required  
 Pad wrap required       Residential  
 Do not stack

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

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

**DIRECTIONS & ADDRESS TO:  
McCORMICK PLACE MARSHALLING AREA  
(2900 So. Moe Drive, Chicago, IL 60616)**

**North of Chicago to McCormick Place:** Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**West of Chicago to McCormick Place:** Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**Southwest of Chicago to McCormick Place:** Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**South of Chicago to McCormick Place:** Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
+1(773) 473-7080 • Fax +1(469) 621-5603  
Email: FreemanChicagoES@freeman.com

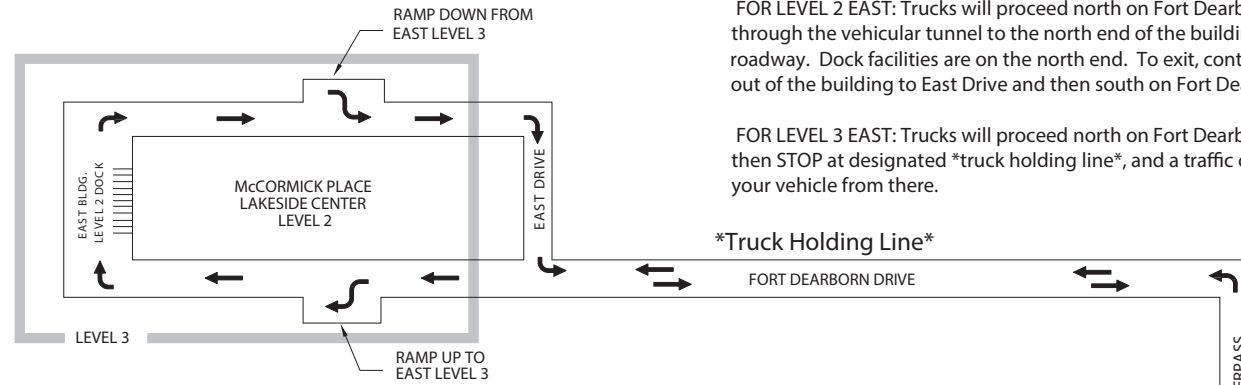
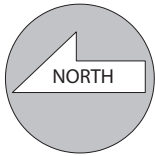
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1. SOUTHSIDE FUEL CENTER  
Truck Wash & Scale  
970 W. Pershing Road (39th Street)  
Chicago, IL 60609  
+1(773) 523-1362  
Cost: \$8 fee to go over scale
  
2. TRAVEL CENTERS OF AMERICA  
A. 76 AUTO/TRUCK  
Intersection of Interstate 55 & Interstate 53  
+1(630) 739-7006  
Hours: 7 days a week, 24 hour service  
Cost: \$7 platform scale  
  
B. Elgin West, Hampshire, IL  
Intersection of Interstate 90 & Route 20  
+1(847) 683-4550  
Hours: 7 days a week, 24 hour service  
Cost: \$6 platform scale
  
3. PETRO/Monee  
Monee Manhattan road (Right off Interstate 57 at Milemarker 335)  
+1(708) 534-0400  
Hours: 7 days a week, 24 hour service  
Cost: \$7 platform scale

PLEASE GIVE YOUR CARRIER THESE DIRECTIONS

TRUCK scale locations



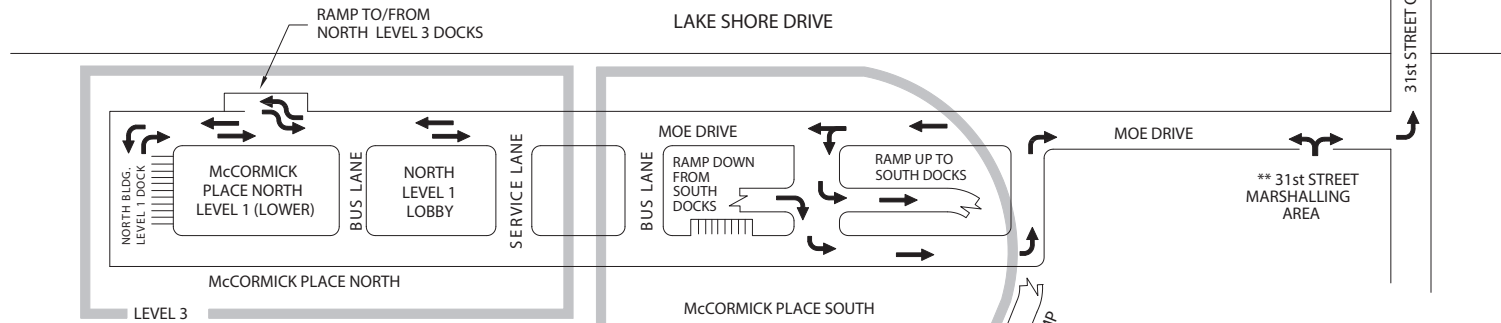


**TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS**

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated \*truck holding line\*, and a traffic coordinator will direct your vehicle from there.



**TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS**

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

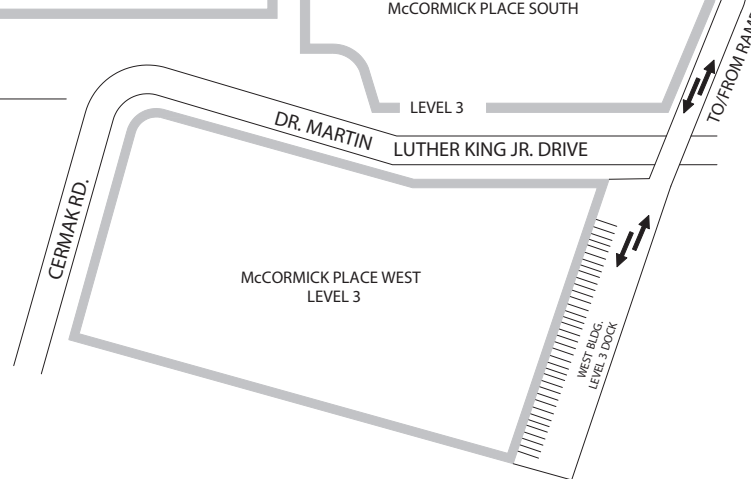
**TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

For West Level 3 Docks from the marshalling area at 31st St. and Lake Shore Drive, take Moe Drive North. This is the Frontage Road, West of Lake Shore Drive. Follow S3 and W3 directional signs.



**\*\*Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

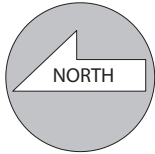
**F R E E M A N**

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 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

**McCORMICK PLACE  
 TRUCK TRAFFIC ROUTES**

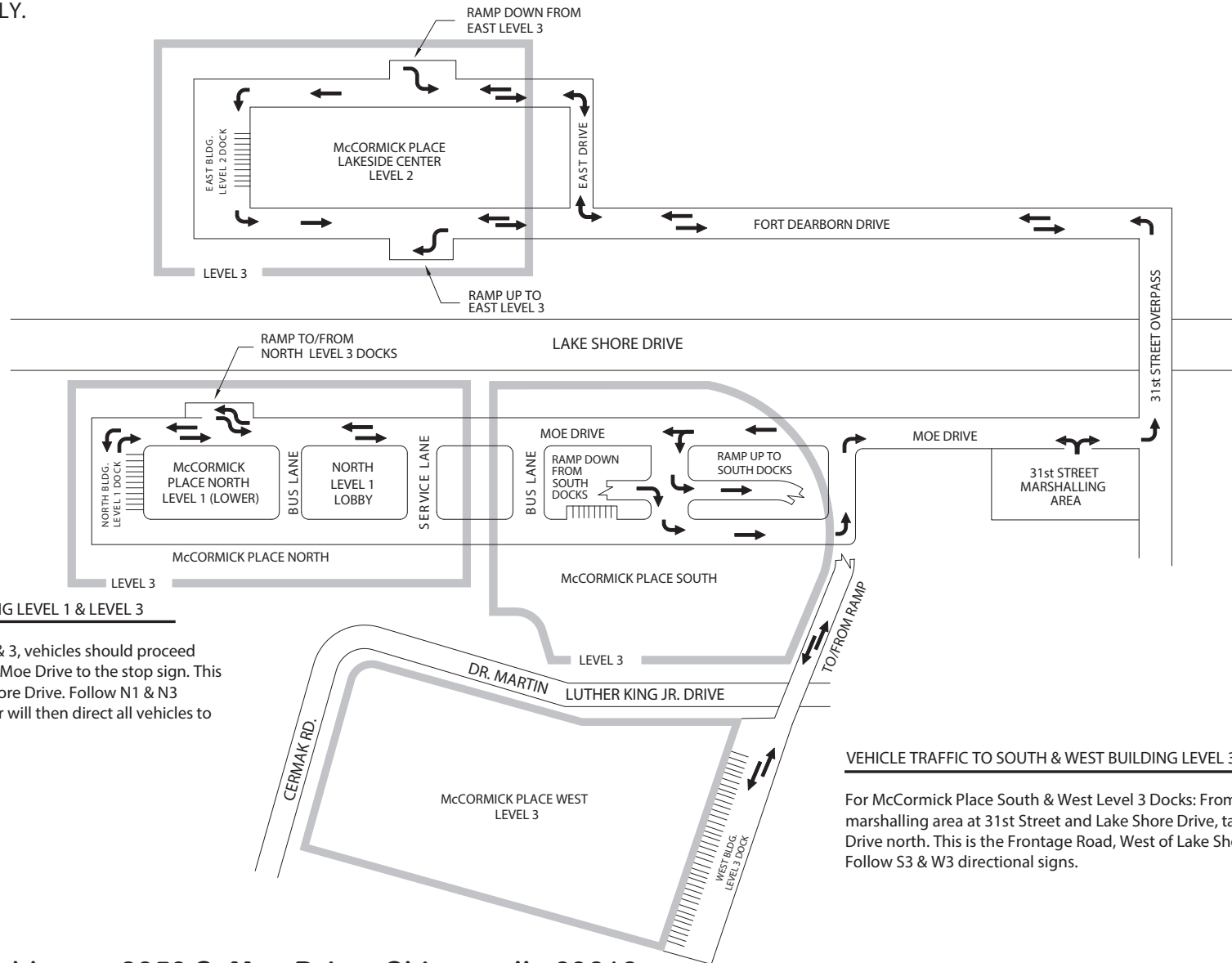
**AUTOMOBILES & SMALL UTILITY VEHICLES LOADING AND UNLOADING**

**VEHICLES NEED NOT ENTER MARSHALLING YARD. THIS IS A REFERENCE POINT ONLY.**



**VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3**

To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.



**VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3**

For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

**VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

**Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

**McCORMICK PLACE  
VEHICLE TRAFFIC ROUTES**

# **F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
1-773-473-7080 • Fax 1-469-621-5603  
Email: FreemanChicagoES@freeman.com

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## **ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET**

### ***ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:***

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

### ***PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:***

1. CRATES.....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION  
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

**WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING**

**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH  
OR CHECK YOUR FREIGHT CLERK**

**PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35  
WHILE IN THE McCORMICK PLACE COMPLEX**

**INBOUND freight procedures**

# **F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
1-773-473-7080 • Fax 1-469-621-5603  
Email: FreemanChicagoES@freeman.com

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ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

***IF THE LOAD HAS BEEN BROKERED OUT TO YOUR  
COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE  
BROKER FAX THE FREEMAN COMPANY A RELEASE ON  
THEIR LETTERHEAD.***

THE FAX NUMBER FOR THE MARSHALLING YARD IS  
1-312-674-0748

WE MUST RECEIVE THE RELEASE BEFORE WE CAN  
ISSUE THE HARDCARD TO PICK UP THE FREIGHT

**THERE MAY BE A WAITING PERIOD BEFORE THE  
FREIGHT IS READY TO BE PICKED UP  
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU  
ARE ISSUED A BILL FROM THE FREIGHT CLERK**

**PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35  
WHILE IN THE McCORMICK PLACE COMPLEX**

**IF YOU DO NOT HAVE ANY OF THE REQUESTED  
INFORMATION PLEASE CONTACT YOUR DISPATCH  
FOR ASSISTANCE**

OUTBOUND freight procedures

*\*Order By: May 4, 2018 to Receive Early Order Pricing!*



<b>Exhibiting Company Name:</b>	<b>Booth #:</b>
---------------------------------	-----------------

Packages	QTY.	Early Order	Show Rate	Total
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
<i>Please call for pricing on Flat Screens 90" and larger, LED &amp; LCD Video Wall Options</i>			<i>Please call for pricing!</i>	

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
<i>Please call for pricing on Touchscreens 65" and larger</i>			<i>Please call for pricing!</i>	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

*\*Early order rate is subject to a 30% increase when ordering equipment after May 4, 2018.*

Contact Your Freeman Representative	Total Your Order		
<b>LEE BLUNDELL</b>	<b>Equipment Sub-Total</b>		
<a href="mailto:lee.blundell@freeman.com">lee.blundell@freeman.com</a>	<b>State Rental Tax on Equipment Only (9%)</b>		
Phone: 708.255.7158	<b>Handling &amp; Onsite Freeman Audio Visual Supervision:</b>		
Fax: 469.621.5603	If your equipment subtotal is: Less than \$430, add \$130		
Online at: <a href="http://www.freemanco.com">www.freemanco.com</a>	\$430-\$2,999, add \$180   Please call for quote if order is \$3,000+		
<b>Don't see what you are looking for?</b>	<b>TOTAL CHARGES:</b>		
<b>Please call to discuss the options!</b>	*Freeman Electrical will charge the exhibitor directly for the in-booth delivery, set-up, and dismantle fees. Please contact Freeman Electrical for a labor quote.		

**Please Fill in All Information Below Before Submitting Your Order**

**Contact Information**

<b>Your Name:</b>	<b>Booth Number:</b>
<b>Exhibiting Company Name:</b>	
<b>Company Address:</b>	
<b>City / State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Third Party (If Applicable):</b>	
<b>Signature:</b>	

**Delivery Information**

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.  
Delivery subject to readiness of the booth structure and set-up. Please call us at 708.255.7158 with questions.*

<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>
<b>Please Select Your Preferred Date and Time of Delivery (Choose One):</b>	
Thursday, May 31, 2018	<input type="checkbox"/> 8:30am - 12pm <input type="checkbox"/> 1pm - 4:30pm
Friday, June 1, 2018	<input type="checkbox"/> 8:30am - 12pm <input type="checkbox"/> 1pm - 4:30pm
<b>If You Have a Special Delivery Request, Please Note it Here:</b>	

**Payment Information**

**Method of Payment (Choose One):**

**Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

**Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

**Key Account** \*Key Account customers have been pre-approved with net 30 terms.

**Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.  
**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

**Note:** Customers assume responsibility for any bank processing fees.

*\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*\*\* All payments must be made in advance in US funds.*

*\*\*Full payment, including any applicable tax, is due at the time the order is placed.*

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

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

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

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

#### DEFINITIONS

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

#### PAYMENT TERMS

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

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

#### LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

**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
- 2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to lose 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 Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is 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-weighted weight of the shipment.
  - c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.
- 9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**
- 10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT 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.

**FREEMAN**

**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 repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped 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.

- 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.
- 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.
- 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.
- 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.
- 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 INTER-NATIONAL 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing; (c) personal effects;
- 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. This limitation shall bind the parties:

- whenever or wherever the claimed loss or damage may occur;
- 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;
- 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 mis-delivery, 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:

- 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.
- 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.
- 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.transportations@freeman.com](mailto:exhibit.transportations@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 (trashboxes, 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.

# FREEMAN 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, padded wrapped 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 into the proper temperature before loading the goods into the trailer, for the proper storage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostat controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostat 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, 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 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-weighted 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.

# EXHIBITOR LEAD MANAGEMENT SERVICES

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

Reliable, easy to use, indispensable lead-tracking technology for your booth.

## DirectLead™ Handheld Touch

A light weight, battery powered barcode, magstripe & RFID reader with color graphical LCD display and touchscreen. Features include: Custom Qualifiers, Wireless Printing, Operates 30-40 hours on a single charge.

- Intuitive navigation
- Easy-to-add qualifiers
- Ability to add full text notes
- Optional wireless printer
- 30-hour battery
- Lead delivery via USB thumb drive



ADVANCE RATE (by 5/4/18) \$425 | ONSITE RATE (after 5/4/18) \$475

Maximum mobility for capturing and qualifying data.

## DirectLead™ Rover App. for Smartphone or Tablet

DirectLead™ Rover App. for Smartphone or Tablet is the newest addition to ExpoTools' robust suite of lead retrieval and attendee tracking solutions. This versatile app enables trade show exhibitors to capture, qualify and follow up on leads or surveys directly from their smart phones or tablets, and then securely access this data in real time from any location.

- Works with Android phone, Android tablet, iPhone and iPad
- Scan the badge with your built in camera
- All scans are safely stored and backed up on the device and in the cloud
- Use it at your hotel, social function or shuttle bus
- Easily add custom qualifiers
- Survey capable

Devices are not provided with DirectLead™ Rover App. ADVANCE RATE (by 5/4/18) \$350 | ONSITE RATE (after 5/4/18) \$350



Privacy Notice - Attendee badges are encrypted. Badges may only be read by official lead retrieval equipment and mobile app. If using outside equipment, a developer's kit is necessary to read the badge and can be ordered by contacting [directlead@spargoinc.com](mailto:directlead@spargoinc.com)

Contact Us! phone: 703-995-1800 email: [directlead@spargoinc.com](mailto:directlead@spargoinc.com)



Order Now at [www.orderdirectlead.com](http://www.orderdirectlead.com)



## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m. — 6:30 p.m.**



## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

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McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616



## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.**



McCORMICK PLACE®  
C H I C A G O



# TECHNOLOGY SERVICES

## ORDERING GUIDE AND FACILITY INFORMATION

# 2018 ASCO Annual Meeting

Advance Rate Deadline Date:

**MAY 4, 2018**

Please note:

Complimentary Wi-Fi is no longer available on the exhibit floors.

To order VIP or VIP Plus Wireless service, see page 12.

To utilize the VIP Wireless services, your device must support 5.0 GHz.

**Please contact us if you need assistance.**

(312) 791-6113 (Call Center)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

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## \$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at [www.mccormickplace.com](http://www.mccormickplace.com).
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

## PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

### A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage\*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

### DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

\*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

## CABLE TELEVISION ACCESS

(South and West Buildings only)

## INTERNET SERVICES

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (312) 791-6113 or E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com).

**Please note:**

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

### DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
<b>Dedicated Services Greater than 6.0 Mbps - Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a>.</b>			
VIP Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	
VIP Plus Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 10 Mbps		

**“READ CAREFULLY BEFORE USING OUTSIDE INTERNET PROVIDERS”**

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities. When comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who, need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party	McCormick Place VIP Wireless
Basic Service for one device	\$499 <i>(4 devices maximum)</i>	\$300 <i>(\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3<sup>rd</sup> party offerings, this service can extend to any number of devices needed at a continually reducing scale.)</i>
<i>Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.</i>		
Additional days beyond 3	\$125	No charge
<i>The basic service from our sample provider only covers 3 days.</i>		
Shipping	\$60	No charge
<b>Estimated total for a 4-day show</b>	<b>\$684</b>	<b>\$300</b>

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who are having issues
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

## CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is no longer available on the exhibit floor or in any space used for exhibits during show days, except in permanent Food Pod Areas in Halls A and F, and in one Hotspot area per exhibit hall (A-F). The Hotspot location will be determined on site by the Show Manager.

Exhibitors do have the option of purchasing our VIP or VIP Plus Wireless Service to gain access to Wi-Fi on the exhibit floor. Please see services grid on Page 3 for more details.

Complimentary Wi-Fi at a speed of 256K will continue to be offered in public/function space and meeting rooms.

## WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
  - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
  - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
  - Any approved access points must be capable of manual power output and channel selection adjustments.
  - The exhibitor must configure the approved access point to the requirements specified by the facility.
  - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
  - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
  - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, it typically interferes with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

## **MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES**

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
  
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - b) collecting information required to complete the installation that customer fails to provide.
  
3. **Use of Internet Services.**
  - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
  
  - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on [mccormickplace.com](http://mccormickplace.com) or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit [mccormickplace.com](http://mccormickplace.com) and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
  
  - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
  
  - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
  
  - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.
- j) **NO “SPAMMING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO “HACKING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- l) NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
  - m) NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
  - n) NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
  - o) NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
  - p) Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.



## TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: [www.mccormickplace.com](http://www.mccormickplace.com).
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check or wire transfer.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

## CANCELLATION POLICY

For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## LIMITATION OF LIABILITY

**Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.**

## SUBMITTING YOUR ORDER

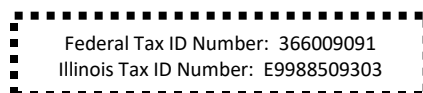
**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:  
"MCCORMICK PLACE / SMG"**

- US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):  
Metropolitan Pier and Exposition Authority • McCormick Place/SMG  
301 E. Cermak Road • Chicago, IL 60616
- Wire Transfer:  
BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository  
**All wire transfers should include the following information:**
  - Your company name • The event/show name • Your booth/space number • Your order/invoice number (if applicable).

## PAYMENT USING A CREDIT CARD

[Ctrl+Click here to access the Calendar of Events and begin your On-Line order.](#)

Or go to: [www.mccormickplace.com](http://www.mccormickplace.com)





## ORDER AND PAYMENT SUMMARY FORM

<b>Show/Event: ASCO 2018</b>	<b>Event ID/Code: 15037</b>
<b>Deadline Date for Advance Rate: MAY 4, 2018</b>	<b>Event Dates: June 2-4, 2018</b>

<b>Bill To:</b> <i>(check one)</i> Exhibiting Company <input type="checkbox"/> or    EAC (Exhibitor Appointed Contractor) <input type="checkbox"/>	
<b>Exhibiting Company Name:</b>	<b>Booth:</b>
<b>Address:</b>	
<b>City, State:</b>	
<b>Phone Number: (    )</b>	
<b>EAC (If Applicable):</b>	
<b>Address:</b>	
<b>City, State:</b>	
<b>Phone Number: (    )</b>	
<b>On-site Contact Name:</b>	
<b>Order Submitted by:</b>	
<b>Email Address:</b>	

METHOD OF PAYMENT OPTIONS
<u>ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK</u>  PLEASE MARK APPROPRIATE SPACE BELOW:
<input type="checkbox"/> <b>Check#:</b> _____ <b>**Make checks payable to: McCormick Place / SMG</b> Mailing Address (US mail/First Class Mail/Couriers or Overnight Express please allow ten days): Metropolitan Pier and Exposition Authority c/o McCormick Place/SMG 301 E. Cermak Road, Chicago, IL 60616
<input type="checkbox"/> <b>Credit Card:</b> To pay via credit card, <a href="#">Ctrl+Click here to access the Calendar of Events and begin your On-Line order.</a>
<input type="checkbox"/> <b>Wire Transfer</b> All wire transfers must include: Your company name, the event/show name, your booth/space number & your order # BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository

PLEASE CALCULATE YOUR SUBTOTAL FROM THE ORDER FORMS IN THE AREA BELOW	
<b>Telephone Service(s)</b>	\$
<b>Cable TV Service(s)</b>	\$
<b>Internet Service(s)</b>	\$
<b>Telecommunication Taxes: 14.5%</b>	\$
<b>Total</b>	\$

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY, TERMS AND CONDITIONS	
<b>Signature:</b>	<b>Printed Name:</b>

OFFICE USE ONLY	
<b>Date Received:</b>	<b>Order #:</b>
<b>Customer #:</b>	<b>Batch #:</b>

# INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b> ASCO 2018	<b>EVENT DATES:</b> June 2-4, 2018
<b>COMPANY NAME:</b>	<b>BOOTH #:</b> <b>DATE:</b>
<b>PHONE #:</b>	<b>EMAIL ADDRESS:</b>

## DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

## DEDICATED WIRED INTERNET SERVICES

3404	1.54 mbps Service		\$3,510.00	\$4,390.00	
3405	3.0 mbps Service		\$5,700.00	\$7,125.00	
3406	6.0 mbps Service		\$8,700.00	\$10,875.00	

**Dedicated Services Greater than 6.0 Mbps  
Please call us at (312) 791-6113**

3354		Additional TCP/IP Address	\$125.00	\$160.00	
3358		Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367		Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.	\$625.00	\$780.00	

## WIRELESS INTERNET SERVICES

### VIP Wireless and VIP Plus Wireless Services

To utilize the VIP Class Wireless services your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

3410		VIP Wireless (Speed 1.5 mbps) Contact us for multi-user pricing.	\$300.00	\$375.00	
3420		VIP Plus Wireless (Speed 10 mbps) Contact us for multi-user pricing.	\$450.00	\$525.00	

**SUB-TOTAL**

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

## LABOR

**LABOR RATES ARE EFFECTIVE:  
June 1, 2017 – May 31, 2018**

Straight Time	\$96.00
Overtime	\$140.00
Double Time	\$184.00

## DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **MAY 4, 2018** to receive the Advanced Rate.

## TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

**Please note: Connecting a wireless access point is not permitted on the following service codes:**

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps

# WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: <b>ASCO 2018</b>	EVENT DATES: <b>June 2-4, 2018</b>
COMPANY NAME:	BOOTH #:                      DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **MAY 4, 2018.**

1. Have you ordered Internet Services?    Yes             No

If so, please provide your Technology Services Order Number:

*(Located on the Service Order Confirmation email that you received after your Internet order was placed.)*

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

\_\_\_\_\_

3. Is your access point capable of manual power output and channel selection adjustments?    Yes             No

Please List Technical Specifications:

AP MAC Address: \_\_\_\_\_

SSID: \_\_\_\_\_

AP Manufacturer: \_\_\_\_\_

AP Model: \_\_\_\_\_

Intended 2.4 Ghz Channel (please check one): 1  6  11

Intended 2.4 Ghz Signal Strength: \_\_\_\_\_

Intended 5 Ghz Channel: \_\_\_\_\_

Intended 5 Ghz Signal Strength: \_\_\_\_\_

Intended Mounting Height: \_\_\_\_\_

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

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

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

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

***Please contact us for assistance.***

(312) 791-6113 (Call Center)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

Order Technology Services On-Line At [www.mccormickplace.com](http://www.mccormickplace.com)

## TELEPHONE / CABLE SERVICES ORDER FORM

**ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE**

EVENT NAME: <b>ASCO 2018</b>	EVENT DATES: <b>June 2-4, 2018</b>
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

### TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
<b>SUB-TOTAL</b>					

### CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE	\$32.00	\$47.00	
<b>SUB-TOTAL</b>					

Our telephone services include:

- **Unlimited Free Toll-free calls**
- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge**

We charge for all international calls

#### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **MAY 4, 2018** to receive the Advanced Rate.

## COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 11) if you require service installation by a specific date or networking/fanning out of CAT5 cables. Contact us at 312-791-6113 or [technology@mccormickplace.com](mailto:technology@mccormickplace.com) for assistance with placing a "labor only" order. **NOTE: For "labor only" orders, a detailed floor plan with locations must be submitted.**

EVENT NAME: <b>ASCO 2018</b>	EVENT DATES: <b>June 2-4, 2018</b>
COMPANY NAME:	REQUESTED BY (Name):
BOOTH #:	DATE:
BUILDING: <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST	
<b>THE LINE BELOW IS FOR INTERNAL USE</b>	
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'S:

**DATE & TIME LABOR REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF WORK:**

Pre-wire booth prior/early installation

Install inside booth wiring for customer owned phone system

Fanning out network (Internet/fiber/etc.) drops inside booth

Other: Please specify \_\_\_\_\_

**THE TABLE BELOW IS FOR INTERNAL USE**

Date	Technician	Straight Time Hours Code 3930 @ \$96.00	Overtime Hours Code 3940 @ \$140.00	Double time Hours Code 3950 @ \$184.00	Inbound or Outbound Labor (Designate below)

**I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.**

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

Print Name: \_\_\_\_\_

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

**Technology Services Routing Instructions**

**Original:** Keep in show site folder

**Copy:** fax copy to the telephone equipment room.

Total Amount \$

## FLOOR PLAN TEMPLATE

Event Name: <u>ASCO 2018</u>	Event Dates: <u>June 2-4, 2018</u>
Deadline Date: <u>MAY 4, 2018</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

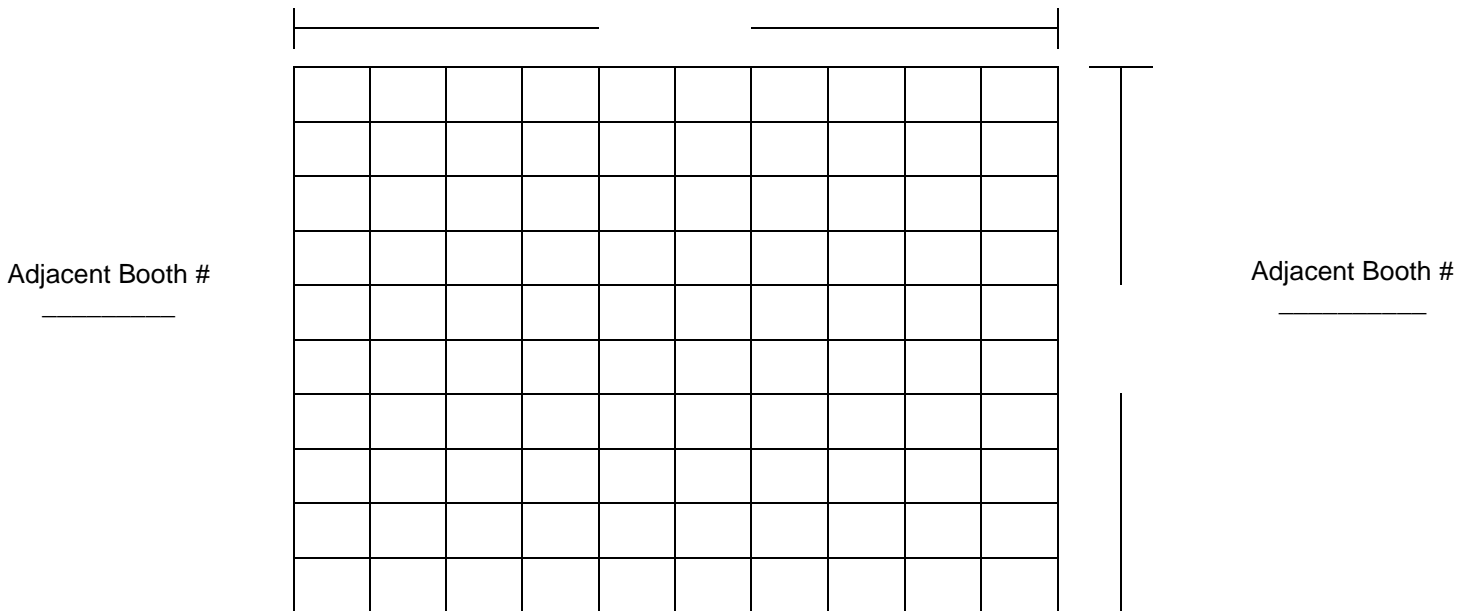
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

**1 square = 1 square foot (Unless otherwise noted)**

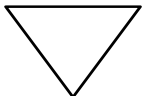
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

**BOOTH DIMENSIONS:**

\_\_\_\_\_ (L) X \_\_\_\_\_ (W)



# **FACILITY REGULATIONS**

## **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

## **Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

## **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

## **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## **Hanging Items**

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

*NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.*

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## **Parking**

### **Exhibitor Guaranteed Parking**

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [Click and Park](#)

## **Automobile and Small Utility Vehicle (ASUV) Program**

### **Self-loading/Unloading ASUV**

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at [ASUV](#) for complete details.

### **Hand Carried Items**

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

# Exhibit Hall Use And Guidelines

## Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or [dcozzi@mccormickplace.com](mailto:dcozzi@mccormickplace.com) can answer any questions or provide a set of fire code information.

## Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- 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.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

## Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

### **Open Flame Devices**

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

## **Prohibited Materials**

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

## **Cooking and Heat-Generating Devices**

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

## **Exhibits or Product Displays in Meeting Rooms**

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

## **Fire Hose Cabinets, Pull Stations, Aisles and Exits**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

## **Vehicle Displays**

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

## Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

### Fire Code Compliance Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Maximum Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

## Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

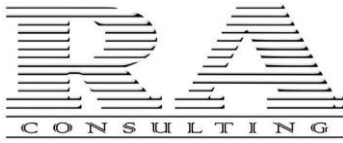
- Minimum of 3 feet in width
- Provide a handrail on at least one side
- Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
- Not be spiral or winding
- If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

## Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

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# BOOTH SECURITY ORDER FORM

2018 ASCO ANNUAL MEETING  
**OFFICIAL CONTRACTOR**

Please direct inquiries and orders regarding this service to:

**RA CONSULTING**  
2700 N. Main Street, Suite 1070  
Santa Ana, CA 92705  
TEL +1. 714. 543. 3131 FAX +1. 714. 543. 3232  
Email: orders@raconsulting.us

### COMPANY INFORMATION:

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
On Site Contact (Name and Cell #) \_\_\_\_\_

### RATES:

#### Unarmed Officers:

**\$42 per hour;** applied to all orders *received by May 4, 2018*

**\$47 per hour;** applied to all orders *received after May 4, 2018 and through May 11, 2018*

**\$52 per hour;** applied to all orders *received after May 11, 2018*

#### Police Officers:

**\$95 Per hour;** applied to all orders (Please inquire for Availability of Service)

**Note:** Please indicate whether or not the guard should be relieved by Company Representative:

Yes

No

### COVERAGE REQUESTED: (Please indicate DAYS, DATES and TIMES of coverage)

Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_  
Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_  
Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_  
Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_  
Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_  
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Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_  
Day/Date: \_\_\_\_\_ Start: \_\_\_\_\_ Day/Date: \_\_\_\_\_ End: \_\_\_\_\_ Total hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Applied Rate: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Add 5% Service Charge for Credit Card Orders: \$ \_\_\_\_\_

**Total Paid With Order: \$ \_\_\_\_\_**

**PAYMENT METHOD:****FULL PAYMENT MUST BE RECEIVED PRIOR TO ACCEPTANCE OF ORDER**Choose Payment Option:       Check                       VISA                       MC                       AmexIf paying by credit card please check:                       Company Card                       Personal Card

Card Holder Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

I authorize RA CONSULTING to charge my credit card account for the amount stated on Page 1.

**Note:**      Should the actual cost exceeds the estimated amount; Please indicate whether you would like RA Consulting to charge the amount due at the end of the event to the same card: Yes                       No**INVOICING INFORMATION:**

Please indicate who should receive the final invoice, and check which method to utilize for delivery:

Contact Name: \_\_\_\_\_  E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  Fax: \_\_\_\_\_**TERMS AND CONDITIONS:**

- Full payment must be received prior to processing any booth order.
- RA Consulting recognizes a four-hour minimum shift for all unarmed officers, and a six hour minimum for all police officers.
- All orders received on site will be handled on a case by case basis depending on officer availability
- Client shall protect, indemnify, and hold harmless RA Consulting and its officers, agents, employees, and subcontractors from and against any and all loss to property and/or personal injuries, not due to the negligence of RA Consulting, or its subcontractors, agents, servants, or employees. It is expressly understood and agreed that under no circumstances will RA Consulting be responsible for the theft or other loss of Client's property not directly attributable to theft or loss by RA Consulting, its agents, servants, or subcontractors.
- RA Consulting shall not be liable for any damages sustained from delay or non-performance due to events beyond the reasonable control of the parties including without limitation, acts of God, disaster, government regulation, terrorist actions, strikes or other labor disputes, weather, earthquakes, fires, floods, war, riots, civil disorder, failure of power or utilities, government acts.

**OFFICE USE ONLY:**

Order Received on: \_\_\_\_\_ Client Confirmed on: \_\_\_\_\_

CC Original Charge                      Charged on: \_\_\_\_\_                      Approval code: \_\_\_\_\_

CC Final Charge                      Charged on: \_\_\_\_\_                      Approval code: \_\_\_\_\_

Check Process                      Deposited on: \_\_\_\_\_                      Check Number: \_\_\_\_\_

Order submitted to Manager on: \_\_\_\_\_                      Manager Name: \_\_\_\_\_

**RA Consulting thanks you for your business**

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR



Adcom Worldwide takes pride in having offered the finest specialized services available in the transportation industry for over twenty-five years. Our driving philosophy remains as it was in the beginning – to meet our customers' needs and surpass their expectations...

**WITHOUT FAIL!**

**Contact us for a customized quote**

 Adcom Worldwide DCA/PIT

 facebook.com/adcomdcapit

 @Adcom\_DCA\_PIT

The WCA membership voted ADCOM WORLDWIDE as the 'BEST NORTH AMERICAN PARTNER' in 2014, 2013, 2011, 2010, 2009 and 2006 as well as the 'BEST WORLD PARTNER' in 2010.



## Serving ASCO Exhibitors for 19 years

Adcom has the expertise to handle your tradeshow logistics efficiently and economically and the experience to comply with the show rules and deadlines.

**At ADCOM, we set ourselves apart by working smarter, moving faster, and responding to your needs beyond expectations.**

Find out why so many exhibitors put their trust in us – not just for ASCO – but for all their shipping needs.



## reliable service. every time.

At Adcom Worldwide, we take pride in providing **exceptional customer service** and **reliability** for all your **event/tradeshow freight shipping needs**. Our goal is to keep our customers **stress free** when they have important goods to ship.

### SERVICES:

- Next Day Service
- 2-Day Service
- Deferred Service (3-5 Day)
- International Brokerage/Transportation
- Booth Storage
- Easy Shipment Processing
- Simplified Billing
- Online Tracking
- Automatic Proof of Delivery by Email
- Show-to-Show Shipping
- Customized Quotes – No Hidden Fees
- Onsite Support.

## LEAVE THE LOGISTICS TO US!



[www.adcomworldwide-dca-pit.com](http://www.adcomworldwide-dca-pit.com) • [exhibitors@adcomworldwide.com](mailto:exhibitors@adcomworldwide.com)

703.684.1900 • 800.486.7447



## International Shipping with Adcom Worldwide-DCA

As an international freight forwarder and customs broker, **ADCOM WORLDWIDE-DCA Tradeshow Logistics** has been appointed by **ASCO** to handle all international freight. Our services include the shipping of international exhibits to the show, customs clearance, delivering the goods to the show decorator and re-exporting the cargo at the conclusion of the show. Our services can meet all of your international transportation needs. **The below customs clearance rates are for exhibitors who use ADCOM WORLDWIDE - DCA for "door to door service." Please contact us for transportation costs.**

### Types of U.S Customs Entries

Adcom Worldwide can clear your shipment in one of three ways:

1. **Permanent Importation:** Entry is done as permanent importation for all goods that will remain in the U.S. This includes all giveaway items such as samples and brochures. Goods are subject to duty and tax as applicable. Goods may be sold, given away, returned to origin country or another US destination.
2. **Temporary Importation (T.I.B.):** Allows goods to be imported temporarily into the U.S. Any Goods imported on a temporary basis are under Customs bond and must be re-exported within one (1) year of import. No Customs duties and taxes are applicable as long as all goods on the T.I.B. are re-exported. Adcom must handle round trip shipping for Temporary Imports to ensure the bond is canceled after export. Any items that are not exported by the end of the 1 year period are subject to Customs Penalties.
3. **ATA Carnet:** Goods are imported and customs cleared by having the ATA Carnet stamped by US Customs. The ATA Carnet is stamped again upon re-export. No Customs duties and taxes are applicable.

**Importer of Record:** If you are a non-US based company and do not have a U.S. Federal tax ID number, you will need a Foreign Importer Assign Number. Adcom Worldwide will apply for and obtain this number on your behalf as part of our service to make the customs process as smooth and easy for you as possible.

### What documents\* will I need?

In order to clear the goods, we will need the following documents\*:

1. **Commercial Invoice** in English giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Complete separate invoices for temporary and permanent goods. *Commercial invoices **must be signed** and include a total value.*
2. **Packing List** giving weight and dimensions of each package. This information may be included on your commercial invoice. *Goods that are on skids should include piece count on each skid.*
3. **POA:** Signed Adcom Worldwide Power of Attorney to give us authority to make customs entry and file any AES export declarations as needed.
4. Additional documents may be necessary depending on the commodities being shipped. Please contact Adcom for more details.
5. It is important we receive your documents 2 days prior to shipping to ensure no delays. You may fax documents to 703-684-3925 or email [dca-pit-intl@adcomworldwide.com](mailto:dca-pit-intl@adcomworldwide.com).
6. Express Ocean Bill of Lading or original Air waybills. These documents provided by Adcom Worldwide when door to door services used.

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## What else will ADCOM WORLDWIDE-DCA do?

1. Daily email status updates upon request will be provided to keep you informed of where in the shipping process your goods are until delivered to the Advanced Warehouse or Show site.
2. We will confirm your shipment has arrived at your booth by giving you the name and time the decorator signed for it.
3. All shipping instructions will be reconfirmed and we will be there at the show's conclusion to assist with your return shipment. We will handle all of the details.
4. Homeland Security 10+2 / ISF filings. Adcom Worldwide is able to file this form on your behalf for all Ocean freight shipments.

## What are ADCOM WORLDWIDE-DCA Payment terms?

Our terms and conditions require that all transportation services be paid to ADCOM WORLDWIDE Inc. before the show opens. We accept payment by credit card, Visa, MasterCard or American Express are all accepted. We accept payment by wire transfer or swift. Arrangements should be made by contacting ADCOM WORLDWIDE - DCA in advance of the shipment.

## How do I consign my shipment?

Adcom Worldwide's local partner in your country will prepare the shipping documents if you are using our door to door service. Door to door service is what we specialize at and makes your shipping process easier for you as we will handle all the details for you. In case you use Adcom Worldwide for customs clearance and delivery services only your goods should be shipped on a Prepaid basis, Ocean shipments on Prepaid and Express Document Release basis and Consigned and Marked as follows:

### For the HAWB/AWB Direct/Ocean BOL and the Commercial Invoice:

**Consignee:**

"Your Company Name"  
c/o ASCO 2018  
McCormick Place  
2301 S Lake Shore Drive  
Chicago, IL 60616 USA

**Notify Party:**

ADCOM WORLDWIDE - DCA  
5655-D General Washington Drive  
Alexandria, VA 22312 USA  
Telephone: +1 (703) 684-1900

**NOTE:** The *Handling Information* on the **HAWB** must have the following statement:  
***Adcom Worldwide as Nominal Consignee***

### For MAWB Consignee on Consolidated Air shipment only:

**Consignee:**

Adcom Worldwide  
5655-D General Washington Dr  
Alexandria VA 22312  
Telephone: 703-684-1900  
Fax: 703-684-3925  
Email [dca-intl@adcomworldwide.com](mailto:dca-intl@adcomworldwide.com)

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**All crates, cartons, cases, pallets, etc. must be marked as follows:**

"Your Company Name"

c/o ASCO 2018

Booth no. \_\_\_\_\_

McCormick Place

2301 S Lake Shore Drive

Chicago, IL 60616 USA

Manufactured In (fill in country of manufacture)

Piece number 1 of \_\_\_\_\_ (Example 1 of 3, 2 of 3, 3 of 3)

**When does my freight need to arrive?****For Delivery to show site dock:**

Deadline for arrival of Ocean freight at CFS Chicago terminal: 16 May 2018 (any other Port of Arrival, contact Adcom Worldwide)

Deadline for arrival of Air freight to ORD Airport: 23 May 2018

**For Delivery to GES Advance Receiving Warehouse:**

Deadline for arrival of Ocean freight at CFS Chicago terminal: 9 May 2018 (any other Port of Arrival, contact Adcom Worldwide)

Deadline for arrival of Air freight to ORD Airport: 16 May 2018

**What are ADCOM WORLDWIDE - DCA's U.S. Customs charges\*\*?**

These rates are for services in the U.S. only. All international freight from your country will be quoted on individual basis. For a customized quote, please complete our online quote form [here](#) or email us at [exhibitors@adcomworldwide.com](mailto:exhibitors@adcomworldwide.com).

Temporary/Permanent Entry/ ATA Carnet	\$175.00
Additional Invoices over 5	\$10.00/each
Additional Classifications over 5	\$5.00/each
ISF Filing Fee	\$45/entry
ISF Bond Fee	\$75/entry
Single Entry Bond /Temp Bond Fee	\$55 minimum or \$4.00/\$1000 bond amount
Customs exam	As per outlay
Customs Messenger	\$30/each
Duty/Taxes	As per outlay
Cancellation of Temporary Bond	\$75
Export Documentation – AES Declaration	No additional charge

**\*\* The above rates do not include any US Customs Duties/Taxes, ocean destination charges, storage charges, terminal charges, local transportation, overtime, Saturday/Sunday surcharges or special messengers.**

All shipments are governed by the terms and conditions of ADCOM WORLDWIDE Inc.

Please contact ADCOM WORLDWIDE-DCA with any questions.

Email: [exhibitors@adcomworldwide.com](mailto:exhibitors@adcomworldwide.com) Phone: 1-703-684-1900 | Fax: 1-703-684-3925

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# TLC Convention Plant Services



Mailing Address: P.O. Box 962 • Apopka • Florida 32704-0962  
Street Address: 2553 Valerie Ave. • Apopka • Florida 32712-5724 (USA)  
(407) 889-3033 • (407) 880-0655 FAX, Email: tlc1@aol.com

Web Site: [WWW.TLCCONVENTIONPLANTS.COM](http://WWW.TLCCONVENTIONPLANTS.COM)

NOTE: If order was faxed with a credit card, you need not send original.

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

SHOW NAME 2018 ASCO Annual Meeting  
DATE June 2-4, 2018  
LOCATION McCormick Place, Chicago, IL

WE WOULD LIKE TO ORDER THE FOLLOWING ITEMS FOR OUR EXHIBIT:

QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	TOTAL PRICE
----------	--------------------	------------	-------------

**HAVE A TLC DESIGNER CALL OUR BOOTH AT SHOW SITE**      **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

_____	Small Flower Arrangements	\$75.00	_____
_____	Medium Flower arrangements	\$85.00	_____
_____	Custom designed arrangements Starting at \$100.00-\$300.00	_____	_____
_____	Size _____ Height _____ Color _____		
_____	6" Table Top (circle one: (SPATH, CROTON))	\$25.00	_____
_____	Azaleas (preferred color: (if available _____))	\$38.00	_____
_____	Mums (circle one: white yellow bronze lavender)	\$32.00	_____
_____	Large Fern	\$45.00	_____
_____	Ivies	\$45.00	_____
_____	Bromeliads	\$45.00	_____
_____	2 foot green plants	\$45.00	_____
_____	3 foot green plants	\$50.00	_____
_____	4 foot green plants	\$60.00	_____
_____	5 foot green plants	\$70.00	_____
_____	6 foot green plants	\$78.00	_____
_____	7 and 8 foot green plants	\$111.00	_____
_____	8 foot & up...priced upon request		_____

**Containers – (Black), (White), (Wicker)**

Brass and other containers available

Please call for pricing

DELIVERY FEE \$10.00

SUB TOTAL \_\_\_\_\_

6.5% SALES TAX \_\_\_\_\_

TOTAL \_\_\_\_\_

*If tax exempt, you must include a copy of your tax-exempt form.*

FLORAL ORDER FORM

Rental price includes: container, top dressing, maintenance, installation and pick up. ALL ORDERS MUST BE PAID-IN-FULL PRIOR TO SHOW OPENING. We accept cash, company check, DINERS CLUB, VISA, MASTER CARD, AMERICAN EXPRESS. *Adjustments cannot be made after the close of the show.* A 100% cancellation fee will be charged on all orders canceled.

Exhibitor Name: \_\_\_\_\_ **BOOTH NO#** \_\_\_\_\_

Firm Billing Name: \_\_\_\_\_

Firm Billing Address: City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Address: City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ PO# \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card: **American Express / Visa / MasterCard**      **CID**      **Exp date**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name on Credit Card: \_\_\_\_\_

Authorized Signature; \_\_\_\_\_

# 2018 ASCO ANNUAL MEETING

## OFFICIAL CONTRACTOR

June 1–5, 2018

McCormick Place • Chicago, Illinois

### CORPORATE TRANSPORTATION SERVICES

KUSHNER & ASSOCIATES is the official shuttle provider for ASCO and we offer our services to ASCO Exhibitors at discounted rates. Questions regarding ground transportation planning, boarding areas, availability of equipment, etc. can be directed to KUSHNER & ASSOCIATES.



**CONTACT:**

**Cristina Arroyo**

**Senior Manager, Client Services**

**c.arroyo@kushnershuttles.com**

**phone (310) 274-8819 x 225 • fax (310) 273-9535**

### SERVICES NEEDED

Please check the services below and fax this form to our office. One of our skilled representatives will contact you to learn more about your needs and provide you with a customized quote.

\_\_\_\_\_

**VIP Transportation**

Are you in charge of making arrangements for your VIPs? We provide sedans, SUV's and executive vans for airport transfers, ground transfers and as stand-by vehicles.

\_\_\_\_\_

**Off-Site Event Transfers**

Whether you are moving twenty people or two thousand people, we can coordinate your transportation needs. Our professional, uniformed staff will manage on-site to ensure a smooth move, keeping you free to mingle with guests or manage the event. We have deluxe motorcoaches, vans and minicoaches.

\_\_\_\_\_

**Private Shuttle Transportation**

Does your group require a private shuttle system to the convention center? Call us and we will organize it based on your needs, preferences and budget.

### CONTRACT INFORMATION

Name/Title: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



# 2018 ASCO ANNUAL MEETING

# OFFICIAL CONTRACTOR

**June 1–5, 2018**  
**McCormick Place • Chicago, Illinois**

**\*\* ATTENTION \*\***

## REQUEST FOR BOARDING SPACE AT MCCORMICK PLACE

Have you already arranged transportation and are planning to pick up or drop off at McCormick Place? If so, please complete this form and email or fax to our office at (310) 273-9535 or contact us at (310) 274-8819 to be assigned a time slot, boarding location and vehicle pass. Your vehicle will not be allowed to board at McCormick Place without this credential. There is no charge for this pass; however, all reservations for boarding space are on a first-come, first-served basis. **To ensure availability of boarding space, please contact us by May 4, 2018.**



### CONTACT:

**Cristina Arroyo**

**Senior Manager, Client Services**

**c.arroyo@kushnershuttles.com**

**phone (310) 274-8819 x 225 • fax (310) 273-9535**

## TRANSPORTATION NOTIFICATION FORM

Please complete one request per event.

Group Name: \_\_\_\_\_ Group Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Transportation Co. contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date of pick up: \_\_\_\_\_ # of coaches \_\_\_\_\_

Departure time(s): \_\_\_\_\_ Frequency: \_\_\_\_\_

Destination: \_\_\_\_\_

Will vehicles be returning to McCormick Place after event? If so, what time? \_\_\_\_\_

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



MED MEETING  
IMAGES

## 2018 ASCO Annual Meeting Photography & Video Services

Online Form:

[www.medmeetingimages.com/ASCO](http://www.medmeetingimages.com/ASCO)

Or you can fill in fields below and select drop down choices on the form below  
and save form and e-mail or print out and fax back:



Online Form:

www.medmeetingimages.com/ASCO

OFFICIAL CONTRACTOR

Exhibitor's Name: _____	Exhibit # _____
Onsite Contact: _____	Onsite Cell # _____

**Photography Services: Digital & Prints**

Photography Services: Digital & Prints	Price	Quantity	Total
Package 1: 1 View point: Digital image delivered after meeting via web link & USB stick	\$150		
Package 2: 3 View points: Digital images delivered after meeting via web link & USB stick	\$350		
Package 3: 6 View points: Digital images delivered after meeting via web link & USB stick	\$600		
Package 4: 10 View points: Digital images delivered after meeting via web link & USB stick	\$1000		
Custom Quote:			
Rush Delivery Onsite: Add 25% of the total: for delivery of digital images onsite			
Prints - 8x12: \$10 per print/per image *Delivered after NASS	\$10		
Extra USB or CD's: \$10 per extra USB or CD	\$10		
Event Photography: Press Event, Demo, In-Booth, or before/after show event.	\$150 Per Hr.		

**Virtual Views - 360° views & tours**

Package 1: 1 View point - 360° web files for online use & demo	\$225		
Package 2: 2 View points - 360° web files for online use & demo & Custom Logo	\$350		
Package 3: 4+ View points - 360° web files for online use/demo Custom Logo & Virtual Tour	\$450		

**Video Services: High Definition 1080p Digital video**

Package 1: 3 view points - 1 minute digital 2 view points - 1 minute digital video file (mpv, wmv)	\$350		
Package 2: 6 views points: 2 min w/Steady-cam video file, your logo and custom credits. (wmv, mpv)	\$600		

**Contact Info**

Company:	Phone
Contact:	Fax
Address:	Country:
City, State:	Postal Code:
E-mail:	PO or Job#

**Billing Info:**

Card Type: (VISA/MC/AMEX)		<b>Total</b>
Name on Card:	Exp Date:(xx/xx)	Billing Zip code:
Card #:	CSV(3 or 4 digits):	

Scheduling will be done onsite by photographer @ ASCO Cell: +1.612.226.5154  
Contact before and onsite: Todd Buchanan +1.612.226.5154

FAX: 612.395.9252 or E-Mail: todd@medmeetingimages.com  
www.medmeetingimages.com 232 Benton Ave Wayzata, MN 55391

# SAVOR...

## Exhibit Booth Catering Menu

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

Please submit all orders by:

Friday, May 4, 2018

Catering Representatives:

Austin West  
312-791-7241  
awest@mccormickplace.com

Brendan Cahill  
312-791-7135  
bcahill@mccormickplace.com

*Exclusive catering company*

*McCormick Place Convention Center*



SAVOR . . .Chicago and Enjoy!

# SAVOR...



## WITH OUR GUESTS IN MIND

From our commitment to purchase locally, to our use of antibiotic-free poultry and meats, to the socially and environmentally responsible coffee we serve, even the way we clean and sanitize our dishes, SAVOR... Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making 30% of our purchases from local producers and suppliers as well as growing more than 6000 pounds of produce in our 2 ½ acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve, we are encouraging ranchers and farmers to move away from the overemployment of medicine in raising farm animals. Finally, SAVOR... Chicago has made McCormick Place the first convention center in the country to make the switch to E-water for sanitizing,

SAVOR...Chicago has been recognized for its sustainability leadership and innovation including Green Seal™ certification, International APEX Certification in Sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and out- reach, including winning the EPA's National Food Recovery Challenge.

## ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing SAVOR...Chicago, the Governor commended SAVOR's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

## GREEN SEAL CERTIFICATION

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, SAVOR...Chicago was the first convention center to receive Green Seal™ certification for environmentally responsible food purchasing, operations and management.

SAVOR...Chicago meets the Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable products, and conservation of energy and water—GreenSeal.org

## APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.

## ENVIRONMENTAL PROTECTION AGENCY (EPA) RECOGNITION

2015 EPA Recognition of Outstanding Waste Reduction Efforts  
2013 National Winner of EPA Food Recovery Challenge

2013 EPA Honorable Mention for Education and Outreach  
2013 EPA Honorable Mention for Leadership

# SAVOR...

## SANDWICHES

Items are sold per dozen.

### ENGLISH MUFFINS • \$81.00

Sausage, Egg and White Cheddar Cheese

*or*

Egg and White Cheddar Cheese

### CROISSANTS • \$93.00

Applewood Bacon, Egg and Fontina Cheese

*or*

Egg, Roasted Vegetable and Fontina Cheese

### BURRITOS • \$84.00

Roasted Poblano Pepper, Egg, Chorizo, Potato and Monterey Jack Cheese

Served with Salsa Roja

*or*

Roasted Poblano Pepper, Egg, Potato and Monterey Jack Cheese

Served with Salsa Roja

### BISCUITS • \$84.00

Country Ham, Egg and Smoked Gouda Cheese

*or*

Egg, Portobello Mushroom, Roasted Tomato and Smoked Gouda Cheese

## BREAKFAST ENHANCEMENTS

Items are sold per dozen.

Bars are sold per person with a minimum order of twelve guests.

### FRUIT & YOGURT PARFAIT • \$78.00

Greek Yogurt with Seasonal Fruit Preserves and locally produced, Gluten-Free Maple Pecan Granola

### BERRIES & CRÈME FRAICHE CONES • \$81.00

Fresh Berries uniquely displayed in Waffle Cones

Served with Honey "touched" Crème Fraiche



### MAKE YOUR OWN

#### GREEK YOGURT PARFAIT BAR • \$10.50

Locally Made Greek Yogurt with a variety of toppings to include locally produced, Gluten-Free Maple Pecan Granola, Fresh Berries, Bananas Foster, Almonds, Seasonal Fruit Compote and Vanilla Infused Honey

#### BAGEL BAR • \$10.00

Selection of Sliced Bagels to include Plain, Cinnamon Raisin, Blueberry, Asiago and Poppy

Served with a variety of Cream Cheese "Schmears" to include Plain, Strawberry, Honey-Cinnamon, Chive and Smoked Salmon

Low Fat Plain Cream Cheese available upon request

# SAVOR...

## BREAKFAST ADDITIONS

Breakfast Additions are sold per dozen. Minimum order of one dozen per selection.

### FRESHLY BAKED MUFFINS • \$41.50

Blueberry, Chocolate Chip, Banana Nut or Assorted

### BREAKFAST BREAD SLICES • \$41.50

Zucchini, Banana, Lemon Poppy or Assorted

### BAGELS AND CREAM CHEESE • \$41.50

Plain, Cinnamon Raisin, Everything, Poppy or Assorted

Served with Regular and Light Cream Cheese

### FRESHLY BAKED DANISH • \$41.50

Raspberry Palmier, Classic Cheese, Caramel Apple, Almond or Assorted

### FRESHLY BAKED CROISSANTS • \$45.00

Plain, Chocolate, Whole Wheat or Assorted

### CINNAMON ROLLS • \$44.00

Orange-Cream Cheese Icing

### BOXES OF CEREAL WITH MILK • \$54.00

Assorted General Mills Brand Cereals

### ASSORTED YOGURTS • \$48.00

Assorted Regular and Low-Fat Flavors

### ASSORTED GREEK YOGURTS • \$48.00

### ASSORTED WHOLE FRUIT • \$30.00

### FRUIT INFUSED WATER, 3 GALLONS • \$42.00

*A healthy green alternative to soda and manufactured bottled water (includes 3 gallon water dispenser)*

FLAVORS:

CLASSIC LEMON

CUCUMBER-MINT

GRAPEFRUIT-ROSEMARY

PINEAPPLE-BLACKBERRY

MANGO LIME AND BASIL

KIWI-STRAWBERRY

## BEVERAGES

Hot Beverages have a minimum order 3 gallons per selection.

### METROPOLIS REGULAR COFFEE • \$60.00

### METROPOLIS DECAFFEINATED COFFEE • \$60.00

*Small batch, artisan coffee roaster in the heart of Chicago!*

### REGULAR COFFEE, GALLON • \$50.00

### DECAFFEINATED COFFEE, GALLON • \$50.00

### HOT TEA, GALLON • \$42.00

### HOT CHOCOLATE, GALLON • \$42.00

### ORANGE JUICE, GALLON • \$40.00

### ICED TEA, GALLON • \$40.00

### LEMONADE, GALLON • \$40.00

### COKE, DIET COKE, SPRITE, CASE (24) • \$60.00

### DASANI BOTTLED WATER, CASE (24) • \$66.00

### SPARKLING BOTTLED WATER, CASE (24) • \$90.00

### BOTTLED JUICE, CASE (24) • \$96.00

### BOTTLED ICED TEA, CASE (12) • \$48.00

### MONSTER ENERGY DRINK, CASE (12) • \$60.00

### STARBUCKS FRAPPUCCINO, CASE (12) • \$72.00

### MILK PINT, CASE (12) • \$30.00

# SAVOR...

## BOX LUNCHES

For orders of 12 or less there is a **3 selection maximum**. For orders of 13 or more there is a **4 selection maximum**.

Sandwiches can be made into Low Carb Lettuce Wraps and will be served with Fruit Salad and Almonds.

Gluten Free Bread is available upon request with advance notice and an additional fee of \$2.00 per box.

### **BOX SANDWICHES • \$26.00**

Served with a Bag of Gourmet Potato Chips, Farfalle Pasta Salad and a Chocolate Chip Cookie

### **Old Fashioned Chicken Salad**

Lettuce and Tomato on Sourdough Ciabatta

### **Grilled Chicken Breast**

Provolone Cheese, Romaine Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Asiago Cheese Pocket Bread

### **Grilled Flank Steak**

Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

### **Herb Roasted Turkey Breast**

Swiss Cheese, Lettuce, Tomato and Dijonaise on Brioche

### **“The Italian”**

Genoa Salami, Capicola, Ham, Provolone Cheese, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

### **Black Forest Ham**

White Cheddar Cheese and Honey Mustard on a Pretzel Roll

### **Caprese Sandwich**

Vine Ripened Tomatoes, Fresh Mozzarella Basil, Hearts of Romaine and Balsamic Drizzle on Crusty Baguette

### **Grilled Portobello Mushroom**

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

### **BOX SALADS • \$27.00**

Served with an Artisan Roll, Butter and a Chocolate Chip Cookie

### **Baby Spinach and Strawberry Salad**

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

### **Classic Chicken Caesar Salad**

Hearts of Romaine, Parmesan Ribbons, Focaccia Croutons and Caesar Dressing

### **LA Grilled Chicken Cobb Salad**

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Avocado, Bleu Cheese, Cheddar Cheese and Red Pepper Ranch

### **Southwestern Turkey Salad**

Mixed Baby Greens, Sweet Bell Pepper, Monterey Jack Cheese, Chile Spiced Corn and Tomato Relish, Roasted Turkey Breast, Tortilla Strips, Cilantro and Creamy Cotija-Lime Dressing

### **Asian Shrimp and Noodle Salad**

Togarashi Spiced Shrimp, Asian Noodles, Red Pepper, Carrot, Snap Peas, Scallions, Cucumber, Cilantro, Peanuts and Peanut Vinaigrette

### **Italian Beef Chop Salad**

Herbed Rubbed Flank Steak, Hearts of Romaine, Iceberg, Roma Tomato, Provolone, Crispy Prosciutto, Avocado, Bleu Cheese and Red Wine Vinaigrette



# SAVOR...

## LUNCH SANDWICH PLATTERS

All Sandwich Platters are served with Individual Bags of Potato Chips and appropriate condiments. Each platter serves approximately six people.

Gluten Free Bread is available upon request with advance notice and an additional fee of \$12.00 per platter.

### **CHEF'S DELICATESSEN PLATTER • \$110.00**

*Make your own* Deli Sandwiches with Roast Beef, Turkey Breast Ham, Swiss Cheese and Cheddar Cheese

With Lettuce, Sliced Tomato, Condiments and a Selection of Sliced Breads

### **OLD FASHIONED CHICKEN SALAD SANDWICH PLATTER • \$87.00**

Red Grapes, Celery, Pecans, Leaf Lettuce and Chervil Mayo on Sourdough Ciabatta

### **HERB ROASTED TURKEY BREAST SANDWICH PLATTER • \$87.00**

Herb Roasted Turkey Breast, Swiss Cheese, Lettuce, Tomato and Dijonaise on Brioche

### **GRILLED FLANK STEAK SANDWICH PLATTER • \$87.00**

Grilled Flank Steak, Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

### **BLACK FOREST HAM SANDWICH PLATTER • \$87.00**

White Cheddar Cheese, and Honey Mustard on Pretzel Roll

### **THE ITALIAN SANDWICH PLATTER • \$87.00**

Genoa Salami, Capicola, Ham, Provolone, Zesty Pepper Rings, Tomato Lettuce and Italian Dressing on a Sammy Tuscan Roll

### **GRILLED CHICKEN BREAST • \$87.00**

Provolone Cheese, Romaine Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Asiago Cheese Pocket Bread

### **CAPRESE SANDWICH PLATTER • \$87.00**

Vine Ripened Tomatoes, Fresh Mozzarella, Basil, Hearts of Romaine and Balsamic Drizzle on Crusty Baguette

### **GRILLED PORTOBELLO SANDWICH PLATTER • \$87.00**

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

# SAVOR...

## LUNCH SALAD PLATTERS

All Salad Platters are served with Individual Bags of Pita Chips and appropriate condiments.

### **GREEK VEGETABLE SALAD PLATTER • \$70.00**

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano, Red Onion and Greek Dressing

### **BABY SPINACH AND STRAWBERRY SALAD PLATTER • \$65.00**

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

### **L.A. GRILLED CHICKEN COBB SALAD PLATTER • \$87.00**

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Avocado, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

### **MEDITERRANEAN COUSCOUS SALAD PLATTER • \$70.00**

Large Couscous Pasta, Baby Spinach, Marinated Artichokes, Tomato, Red Onion, Cucumber, Kalamata Olives and Feta with Lemon-Oregano Vinaigrette

## SIDE SALADS

Side Salads serve approximately six people.

### **MESCULIN SIDE SALAD • \$25.00**

Mesculin Greens, Grape Tomato, Radish and Shaved Carrot  
With Italian Dressing

### **FRESH FRUIT SIDE SALAD • \$25.00**

Seasonal Fruit with Agave Nectar

## HOT STUFF

All items are served in boxes. Orders of four or more boxes will be served in a chafing dish. Each box serves approximately six people unless otherwise noted.

### **FIESTA CHICKEN BURRITO • \$50.00**

Diced Chicken, Beans, Peppers, Onions, Chihuahua Cheese and Salsa Roja

### **FAMOUS KIELBASA SAUSAGE • \$50.00**

On a Soft Roll with appropriate condiments

### **FAMOUS VIENNA FOOT LONG HOT DOG • \$45.00**

All Beef Hot Dog on a Steamed Bun with appropriate condiments

### **CHICAGO STYLE DEEP DISH PIZZA • \$50.00**

Cheese, Pepperoni, Sausage or Vegetable Pizza  
12 slices per Pizza

### **SONOMA QUINOA SIDE SALAD • \$25.00**

With Mango, Edamame, Baby Spinach, Almonds and Balsamic Vinaigrette

### **CHEESE TORTELLINI SIDE SALAD • \$25.00**

With Roasted Market Vegetables and Creamy Pesto Dressing

# SAVOR...

## BREAK PACKAGES

Each package serves approximately twelve people. Service is based on one hour of service.

### **WARM COOKIES AND MILK • \$144.00**

Chocolate Chunk Sea Salt, Crunchy Peanut Butter and Oatmeal Raisin  
Shots of Strawberry, Chocolate and Regular Milk  
Seasonal Fruit Skewers  
(6) Bottled Iced Tea and (6) Bottled Lemonade

### **TRAIL MIX BAR • \$156.00**

Honey Toasted Oats, Almonds, Peanuts, Dried Cherries, Dried Apricots, Dried Bananas, Chocolate Chips, Toasted Coconut, M&Ms and Yogurt Covered Pretzels  
Assorted Whole Fruit  
(6) Bottled Iced Tea and (6) Bottled Lemonade

### **MINI 'WICHES • \$180.00**

Nutella and Banana  
Brie and Apple  
Cinnamon Raisin Bread with Cream Cheese  
House Made Granola Bars  
Assorted Whole Fruit  
(6) Bottled Iced Tea and (6) Bottled Lemonade

### **MIDWEST COMFORT • \$192.00**

Cinnamon Spice Glazed Walnuts  
Warm Soft Pretzel Sticks with Warm "PBR"  
Cheddar Cheese Sauce and Honey Mustard  
Wisconsin Cheese Curds with Sriracha Aioli  
(6) Bottled Iced Tea and (6) Bottled Lemonade

### **CANDY SHOPPE • \$156.00**

Jar displays of M&Ms Candy, Lemon Heads, Chocolate Covered Pretzels, Jelly Beans, Licorice Sticks, Skittles and Starburst Candy  
(6) Bottled Iced Tea and (6) Bottled Lemonade

### **TEA TIME • \$216.00**

Blueberry and Cinnamon Chip Scones  
Fresh Strawberries with Honey Sweetened Crème Fraiche in Waffle Cone  
Petite Sandwiches to include Apple & Brie Cheese, Prosciutto & Fig and Smoked Salmon with Cream Cheese  
(6) Bottled Iced Tea and (6) Bottled Lemonade

# SAVOR...

## ANYTIME SNACKS

Minimum order of one dozen per item listed as "per dozen".

### PER DOZEN

- FRESHLY BAKED COOKIES • \$32.00
- FUDGE BROWNIES • \$40.00
- RICE KRISPY TREATS • \$40.00
- LEMON BARS • \$42.00
- CHOCOLATE DIPPED STRAWBERRIES • \$40.00
- BLONDIE BARS • \$40.00
- ASSORTED ENERGY BARS • \$48.00
- ASSORTED QUAKER GRANOLA BARS • \$33.00
- BAGS OF STACY'S PITA CHIPS • \$48.00
- BAGS OF CHIPS • \$33.00
- NOVELTY ICE CREAM BARS • \$54.00
- PREMIUM ICE CREAM BARS • \$66.00

### PER POUND

- PREMIUM MIXED NUTS • \$26.00
- HONEY ROASTED PEANUTS • \$23.00
- MINIATURE PRETZELS • \$20.00
- MINIATURE HERSHEY'S CHOCOLATES • \$24.00

### SERVES 8-10 PEOPLE

- POTATO CHIPS & FRENCH ONION DIP • \$23.00
- PITA CHIPS & HUMMUS • \$28.00
- TORTILLA CHIPS AND SALSA • \$23.00



### FRUIT INFUSED WATER, 3 GALLONS • \$42.00

*A healthy green alternative to soda and manufactured bottled water*

*(includes 3 gallon water dispenser)*

FLAVORS:

- CLASSIC LEMON
- CUCUMBER-MINT
- GRAPEFRUIT-ROSEMARY
- PINEAPPLE-BLACKBERRY
- MANGO LIME AND BASIL
- KIWI-STRAWBERRY

## BEVERAGES

All Hot Beverages have three gallon minimum order.

**METROPOLIS REGULAR COFFEE • \$60.00**

**METROPOLIS DECAFFEINATED COFFEE • \$60.00**

*Small batch, artisan coffee roaster in the heart of Chicago!*

REGULAR COFFEE, GALLON • \$50.00

DECAFFEINATED COFFEE, GALLON • \$50.00

HOT TEA, GALLON • \$42.00

HOT CHOCOLATE, GALLON • \$42.00

ORANGE JUICE, GALLON • \$40.00

ICED TEA, GALLON • \$40.00

LEMONADE, GALLON • \$40.00

COKE, DIET COKE, SPRITE, CASE (24) • \$60.00

DASANI BOTTLED WATER, CASE (24) • \$66.00

SPARKLING BOTTLED WATER, CASE (24) • \$90.00

BOTTLED JUICE, CASE (24) • \$96.00

BOTTLED ICED TEA, CASE (12) • \$48.00

MONSTER ENERGY DRINK, CASE (12) • \$60.00

STARBUCKS FRAPPUCCINO, CASE (12) • \$72.00

MILK PINT, CASE (12) • \$30.00

# SAVOR...

## WATER COOLER

SAVOR...Chicago is not responsible for supplying electricity.

Please contact your General Service Contractor to order electricity.

### **50 DEGREE WATER COOLER**

FIRST DAY RENTAL • **\$100.00**

EACH ADDITIONAL DAY RENTAL • **\$38.00**

### **HOT AND COLD WATER COOLER**

FIRST DAY RENTAL • **\$125.00**

EACH ADDITIONAL DAY RENTAL • **\$38.00**

### **PURIFIED WATER JUGS**

FIVE GALLON, EACH • **\$38.00**

**Includes 100 flat bottom cups**

### **ELECTRICAL REQUIREMENTS**

110V/15AMP circuit

Please contact your General Service Contractor to order electricity.



# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

The Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### CAPPUCCINO/LATTE SERVICE

The finest quality, fresh roasted espresso for your beverages — a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

**CAPPUCCINO SERVICE FOR UP TO 8 HOURS • \$1,900.00**

Package includes:

- One professionally attired Barista
- Decorative or non-decorative cappuccino machine
- 400 Espresso based beverages served in disposable

CUPS (additional cups may be purchased when placing initial order)

**Espresso based beverages including Americano, Cappuccino, Latte and Espresso**

**ONE TIME SET-UP FEE • \$200.00**

**UPGRADED DRINKS • \$200.00**

Vanilla Lattes, Mochas and Hot Chocolate

**ADDITIONAL BEVERAGES • \$475.00 per 100**

**ADDITIONAL HOURS • \$150.00 per hour beyond 8 hours**

REQUIRED POWER

(2) dedicated 120V/20AMP circuits per machine

DECORATED MACHINE 21"L x 21"D x 18"H

NON—DECORATED MACHINE 32"L x 20"D x 45"H



### SMOOTHIE SERVICE

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine

**SMOOTHIE SERVICE FOR UP TO 8 HOURS • \$1,900.00**

Package includes:

- One professionally attired Barista
- 400 Smoothies served in disposable cups

**Choose 2 flavors (duration of show dates)**

Mango Tropic • Strawberry • Pineapple Paradise

**ONE TIME SET-UP FEE • \$200.00**

**ADDITIONAL FLAVOR • \$150.00**

**ADDITIONAL SMOOTHIES • \$475.00 per 100**

**ADDITIONAL HOURS • \$150.00 per hour beyond 8 hours**

REQUIRED POWER

(1) dedicated 120V/20AMP circuit per machine

BLENDER 14"L x 17"D x 30"H

# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

The Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### FRESH BAKED COOKIE SERVICE

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Peanut Butter • White Chocolate Cherry  
Oatmeal Raisin • Sugar • White Chocolate Macadamia

#### COOKIE SERVICE FOR UP TO 8 HOURS • \$1,095.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven
- 320 cookies (2 cases/1-2 flavors)

#### COOKIE SERVICE FOR UP TO 4 HOURS • \$635.00

Package includes:

- One Attendant to bake and serve cookies
- Convection cookie oven
- 160 cookies (1 case/1 flavor)

#### ONE TIME DELIVERY FEE • \$50.00

#### ONE TIME PICK UP FEE • \$50.00

Convection Cookie Oven Cooking time is 18 minutes per 1 and a half dozen cookies.

#### REQUIRED POWER

120V/20AMP dedicated circuit per machine

OVEN 19.25"L x 20"D x 9.75"H

### FRESH POPCORN SERVICE

#### POPCORN SERVICE FOR UP TO 8 HOURS • \$1,095.00

Package includes:

- Antique Popcorn machine rental
- One attendant to pop and serve the Popcorn
- Approximately (200) 4oz bags of Popcorn (2 cases)
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

#### POPCORN SERVICE FOR UP TO 4 HOURS • \$635.00

- Antique Popcorn machine rental
- One attendant to pop and serve the Popcorn
- Approximately (100) 4oz bags of Popcorn (1 case)
- White Popcorn bags
- Logo popcorn bags available upon request with an additional fee and 3 week lead time

#### ONE TIME DELIVERY FEE • \$50.00

#### ONE TIME PICK UP FEE • \$50.00

#### ADDITIONAL POPCORN • \$210.00 per case (100) 4oz bags

#### REQUIRED POWER

120V/20AMP dedicated circuit per machine

# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

The Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### SUNDAE BAR

Soft Serve Ice Cream or Non-Fat Frozen Yogurt. Offer your guests a tasty treat in a cone or a cup with a choice of the following flavors:

Chocolate • Vanilla

Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles, Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

### **SUNDAE SERVICE FOR UP TO 8 HOURS • \$1,765.00**

Package includes:

- Approximately (380) 4oz servings
- Soft Serve machine rental; table top or standing
- One Attendant to serve
- Cones or Cups and Toppings

### **ADDITIONAL SOFT SERVE • \$570.00**

- Approximately (380) 4oz servings

### REQUIRED POWER

120V/20AMP dedicated circuit per machine

### ROOT BEER FLOAT CART

Featuring Goose Island Root Beer with Soft Serve Ice Cream

### **FLOAT SERVICE FOR UP TO 8 HOURS • \$1,765.00**

Package includes:

- approximately (300) 10oz servings
- Cups, straws, napkins and spoons
- Soft Serve machine rental; table top or standing
- One Attendant to serve

### **ADDITIONAL FLOATS • \$500.00**

- Approximately (100) 10oz servings

### ICE CREAM BAR CART

### **DOVE • \$275.00**

Package includes:

- 50 Ice Cream Bars
- Vanilla and Chocolate

### **HAAGAN-DAZS • \$350.00**

Package includes:

- 50 Ice Cream Bars
- Milk Chocolate Dipped Vanilla and Milk Chocolate Dipped Vanilla with Almonds

### **ICE CREAM CART RENTAL • \$125.00 per day**

### **ONE TIME DELIVERY FEE • \$50.00**

### **ONE TIME PICK UP FEE • \$50.00**



# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

The Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### HOT JUMBO PRETZEL SERVICE

#### TRADITIONAL PRETZEL SERVICE • \$175.00

Package includes:

- 50 Traditional Pretzels
- Mustard Packets

#### TRADITIONAL PRETZEL WITH CHEESE SERVICE • \$200.00

Package includes:

- 50 Traditional Pretzels
- Individual Containers of Nacho Cheese

#### SPECIALTY PRETZEL SERVICE • \$215.00

Package includes:

- 50 Pretzels

#### Choose 1 flavor

Apple Cinnamon • Pizza • Jalapeno Cheese

#### PRETZEL WARMER RENTAL • \$125.00 per day

#### ONE TIME DELIVERY FEE • \$50.00

#### ONE TIME PICK UP FEE • \$50.00

#### REQUIRED POWER

110V/15AMP dedicated circuit per machine

### WARM ROASTED NUTS

#### ROASTED PEANUT SERVICE FOR UP TO 8 HOURS • \$1,350.00

Peanuts roasted with Honey

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### ROASTED ALMONDS SERVICE FOR UP TO 8 HOURS • \$1,480.00

Almonds roasted with Sambal, Brown Sugar and EVOO

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### PISTACHIO SERVICE FOR UP TO 8 HOURS • \$1,620.00

Pistachios roasted with Cinnamon and Chipotle Seasoning

Package includes:

- Approximately 160 2oz servings
- Paper cones and napkins
- Nut roaster machine
- Specialty Service Associate for up to 8 hours to roast and serve

#### ADDITIONAL PEANUTS • \$65.00 per 80 2oz servings

#### ADDITIONAL ALMONDS • \$75.00 per 40 2oz servings

#### ADDITIONAL PISTACHIOS • \$110.00 per 40 2oz servings

#### REQUIRED POWER

120V/20AMP dedicated circuit per machine

# SAVOR...

## MISTIFY

Mistify and captivate your clients and guests while they visit your Booth! Guests will be wowed by the interactive, liquid nitrogen Dessert and Cocktail Bar. Right before your eyes, at -321 °F, we create the smoothest, most delectable Ice Cream and Frozen Cocktails. Freshly Frozen Creations in a mesmerizing cloud of mist! Below are examples of popular packages, but the possibilities to create a customized experience are endless! Contact your Catering Sales Manager to create the perfect *ice* breaker!

## FROZEN COFFEE AND SORBET

**SERVICE FOR UP TO 8 HOURS • \$4,900.00**

Package includes:

- (800) 2oz servings
- 2 trained & licensed Attendants to create and serve
- Elegant LED Bar & Podium
  - Inquire about the ability to match company colors
- Disposable cups, spoons, and napkins

**ONE TIME SET-UP FEE • \$700.00 AND SERVER FEE • \$530.00**

**SERVICE FOR UP TO 4 HOURS • \$2,950.00**

Package includes:

- (400) 2oz servings
- 1 trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
  - Inquire about the ability to match company colors
- Disposable cups, spoons, and napkins

**Choose 2 flavors (duration of show dates)**

Strawberry Sorbet • Strawberry-Lime Sorbet

Pineapple-Coconut Sorbet • Mango-Citrus Sorbet

Cafe Latte • Mocha Latte

**ONE TIME SET-UP FEE • \$700.00 AND SERVER FEE • \$265.00**

**100 ADDITIONAL SERVINGS • \$600.00**

**TOPPINGS BAR • \$1.00 PER SERVING**



# SAVOR...

## EXHIBIT BOOTH TRAFFIC BUILDERS

The Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.

### INDIVIDUAL BAGS

Choose up to 2 flavors

- Garrett Mix, Caramel Crisp & Cheese Corn
- Caramel Crisp
- Cheese Corn
- Buttery

**SMALL BAG, 2 CUPS • \$6.00**

**MEDIUM BAG, 4 CUPS • \$8.50**

**LARGE BAG, 6.5 CUPS • \$12.50**

**Minimum order of 50 bags**

**DAILY DELIVERY FEE • \$150.00**



### LIMITED TIME RECIPES

Ask your Catering Sales Manager for the seasonal and limited time recipes!

### CUSTOMIZE YOUR GARRETT POPCORN

Ask your Catering Sales Manager about this great opportunity to increase your brand awareness.

**POCKET BAGS • \$0.60 per bag**

**BAG LABELS • \$0.60 per label**

### POPCORN CART

**SERVICE FOR UP TO 4 HOURS • \$1,665.00**

Choose up to 4 flavors

- Garrett Mix, Caramel Crisp & Cheese Corn
- Caramel Crisp
- Cheese Corn
- Buttery

Package includes:

- Approximately (400) 1 cup Snack Bags
- Attendant to scoop and serve
- Garrett Snack Bags, scoops and napkins
- Garrett branded cart

**ADDITIONAL BAGS • \$350.00 per 100 bags**

**ADDITIONAL HOURS • \$265.00 for up to an additional 4 hours**



# SAVOR...

## PLATTERS

### DELUXE IMPORTED AND DOMESTIC CHEESE

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers

**SMALL PLATTER SERVES 12 • \$100.00**

**MEDIUM PLATTER SERVES 25 • \$200.00**

**LARGE PLATTER SERVES 50 • \$400.00**

### SLICED SEASONAL FRUIT PLATTER

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip

**SMALL PLATTER SERVES 12 • \$90.00**

**MEDIUM PLATTER SERVES 25 • \$180.00**

**LARGE PLATTER SERVES 50 • \$350.00**

### DELUXE CRUDITÉS AND DIP PLATTER

Chef's Selection of Seasonal Fresh Vegetables served with Green Goddess Dip and Red Pepper Hummus

**SMALL PLATTER SERVES 12 • \$90.00**

**MEDIUM PLATTER SERVES 25 • \$180.00**

**LARGE PLATTER SERVES 50 • \$350.00**

### RUSTIC CHARCUTERIE BOARD

Prosciutto, Speck Tirolese, Soppressata and Mortadella al Pistachio paired with Italian Cheese; Ubriaco, Robiola and Taleggio Olives, Peppers, Sliced Sourdough and Crackers

**SMALL PLATTER SERVES 12 • \$105.00**

**MEDIUM PLATTER SERVES 25 • \$210.00**

**LARGE PLATTER SERVES 50 • \$410.00**

### ITALIAN ANTIPASTO PLATTER

Capicola, Genoa Salami and Mortadella Basil Marinated Fresh Mozzarella, Fontina, Provolone and Gorgonzola  
Marinated Roasted Red Peppers, Balsamic "Baby Bella" Mushrooms and Charred Cipollini Onions

Sicilian Olive Salad, Tomato Basil Bruschetta, Sundried Tomato Focaccia, Italian Flat Breads and Rosemary Infused Bread Sticks

**SMALL PLATTER SERVES 12 • \$100.00**

**MEDIUM PLATTER SERVES 25 • \$200.00**

**LARGE PLATTER SERVES 50 • \$400.00**



# SAVOR...

## COLD HORS D'OEUVRES

Sold per twenty-five pieces

### **GRAPE & GOAT CHEESE LOLLIPOP • \$106.25**

Grape and Goat Cheese Lollipops  
Rolled in Crushed Pistachios

### **GORGONZOLA, BALSAMIC FIG AND PECAN CROSTINI • \$100.00**

### **WHIPPED BRIE, BACON AND PICKLED BLUEBERRY CROSTINI • \$100.00**

### **BOURSIN CHEESE AND RIESLING POACHED PEAR PARMESAN CRISP PINWHEEL • \$100.00**

### **CAPRESE SKEWERS • \$100.00**

Grape Tomato, Mozzarella, Basil and Balsamic

### **SMOKED SALMON WONTON CUP • \$112.50**

Wasabi Aioli

### **SHRIMP COCKTAIL • \$131.25**

Horseradish Cocktail Sauce and Lemon-Basil Aioli

### **CURRIED CHICKEN LETTUCE WRAP • \$112.50**

Gem Lettuce, Currants, Celery, Cilantro

### **FRESH VEGETABLE SPRING ROLLS • \$106.25**

Sweet Soy drizzle

### **SPICED CHICKEN WONTON CUP • \$100.00**

Sweet Chile Sauce, Kimchi Slaw

### **NY STRIP LOLLIPOPS • \$125.00**

Red Onion Jam, Horseradish Cream and Micro Arugula

### **BEEF TENDERLOIN CROSTINI • \$112.50**

Horseradish Cream, Baby Arugula, Sweet Red Onion Confit

### **SEARED SCALLOP • \$125.00**

Grapefruit Yuzu Marmalade, Pink Peppercorn and Chervil

### **PETITE AHI TUNA TACO • \$125.00**

Spicy Avocado Puree, Pickled Ginger and Micro Cilantro

### **LOBSTER "BLT" STUFFED CHERRY TOMATO • \$125.00**

Lobster, Bacon, Chervil and Lemon Aioli



# SAVOR...

## HOT HORS D'OEUVRES

Sold per twenty-five pieces

### **BACON WRAPPED ALMOND STUFFED**

**FIG • \$112.50**

Piquillo Pepper Sauce

### **BACON WRAPPED DIVER SCALLOP • \$125.00**

Red Pepper Romesco Sauce

### **BACON WRAPPED ROASTED**

**JALAPENO • \$112.50**

Cheddar Cheese and Chipotle Ranch

### **TOGARASHI CRUSTED SHRIMP**

**SATAY • \$125.00**

Pickled Red Onion and Sweet Chili Sauce

### **BEEF BULGOGI SATAY • \$112.50**

Grilled Scallion and Sesame Seeds

### **SZECHUAN PEPPERCORN CRUSTED LAMB**

**SATAY • \$112.50**

Pickled Ginger and Sweet Soy Sauce

### **PORTOBELLO MUSHROOM SLIDER • \$112.50**

Roasted Tomato and Red Pepper Aioli

### **SMOKED GOUDA AND BEEF SLIDER • \$125.00**

Red Onion Jam and Black Truffle Aioli

### **MONTEREY JACK CHEESE AND TURKEY**

**SLIDER • \$112.50**

Sweet Pickle and Spicy Ketchup

### **ARTICHOKE AND PARMESAN**

**FRITTERS • \$100.00**

Lemon Aioli

### **WHITE CHEDDAR MAC & CHEESE**

**BITE • \$100.00**

Spicy Tomato Jam

### **CHICKEN POT STICKER • \$100.00**

Rice Vinegar, Soy and Chile Flake Dipping Sauce

### **SEARED BLUE CRAB CAKE • \$118.75**

Citrus Aioli

### **WILD MUSHROOM ARRANCINI • \$112.50**

Smoked Tomato Jam

### **PANKO CRUSTED PORTOBELLO**

**MUSHROOMS • \$112.50**

Red Pepper Aioli



# SAVOR...

## RECEPTION STATIONS

Mix and match to create the ideal menu for your attendees. Pricing is per person with a minimum of twenty-five people per station. Minimum of 3 stations is recommended.

### **LONE STAR BBQ SHACK • \$16.00**

Dixie Cole Slaw

Bourbon and Brown Sugar Pulled Pork Slider

House Smoked Beef Brisket Sliders

Poblano Chile and Portobello Mushroom

Quesadilla's

SAUCE BAR

House-Made BBQ Sauces and Salsa

Smoky Bourbon and Brown Sugar

Memphis Style Fire Starter

*Caution: contains a bit of a kick!*

"Carolina Gold" Style Mustard and Black Pepper

Sweet and Tangy Alabama White

Green Chile-Lime Salsa

### **CEVICHERIA • \$14.00**

Individually served in petite glasses

Citrus Poached Shrimp with Mango, Basil,

Golden Tomatoes and Habanero Vinaigrette

Crab with Tomatillo, Avocado, Citrus and

Cilantro Vinaigrette

Tequila Cured Salmon with Pineapple Mango

Wild Mushrooms with Epazote, Garlic Confit and

Chipotle Vinaigrette

### **SEAFOOD DISPLAY • \$30.00**

East Coast Wellfleet Oysters and West Coast

Kumamoto Oysters served on the Half Shell

compliments of Mignonette, Spicy Cocktail Sauce  
with Horseradish and Fresh Lemons

Jumbo Shrimp Shooters with Mojito Aioli and

Traditional Horseradish Cocktail Sauce

Togarashi Spiced Ahi Tuna, Avocado Mousse and  
Crispy Plantain

Lobster "Cocktails" with Fresh Mango, Pineapple  
and Thai Chili

### **DIM SUM STATION • \$19.00**

Fresh Shitake Mushroom Spring Rolls with

Ramen Noodle Salad in mini take out containers

Shrimp Shumai

Steamed Salt and Pepper Edamame with Chili  
Flake

Vegetarian Whole Wheat Bao Buns

Sushi Maki Roll Assortment; California, Tuna and

Spicy Salmon

Spicy Asian Mustard, Sweet Chili Garlic, Wasabi,

Soy and Pickled Ginger

### **MIXED UP MAC & CHEESE • \$18.00**

Petite Apple and Fennel Salad with Baby

Spinach and Mandarin Oranges

Cavatappi Pasta with Lobster, Gruyere, White  
Cheddar, Roasted Grape Tomato, Baby

Spinach and Buttered Bread Crumbs

Orecchiette Pasta with Smoked Gouda,  
Fontina, Roasted Portobello, Tomato and  
Wilted Greens

Rotini Pasta with Buffalo Chicken, Celery,  
Carrots, Caramelized Onion and Gorgonzola  
Cream Sauce

### **SALAD SHAKER BAR • \$18.00**

Pre-Made Individual Salads

Chopped Romaine, Bleu Cheese Crumble,

Petite Pasta, Diced Red Onion and Avocado

Baby Spinach, Sliced Strawberries, Glazed

Pecans, Crimson Beets and Goat Cheese

Farfalle Pasta, Sweet Red Pepper and Pesto

PROTEIN and DRESSING BAR

Diced Chicken, Chopped Bacon or Sliced

Tenderloin, Roasted Tomato Vinaigrette,

Balsamic Vinaigrette or Creamy Ranch

# SAVOR...

## A TOUR OF CHICAGO DINNER STATIONS

A culinary tour of the Chicago neighborhoods that will be sure to give your guests a memorable "Sweet Home Chicago" experience. These stations focus on a colorful display of cuisines that are highlighted in some of Chicago's most popular neighborhoods. Customize the number of stations specifically to your group, whether it be a "Quick", "Partial" or the extravagant "Full" tour. Chef Attendants are \$265.00 each for up to four hours of service. A minimum order of twenty-five people per station is required. Minimum of 3 stations is recommended.

### **MAG MILE • \$21.00** (chef attendant)

"24 Carrots" Salad with Roasted Heirloom Carrots, Spiced Pecans, Local Goat Cheese, Baby Mache, Maple Orange Vinaigrette  
Horseradish, Rosemary and Sea Salt Crusted Tenderloin served with Zinfandel-Peppercorn Demi-Glace, Horseradish-Chive Cream Sauce, Soft Buttery Rolls  
Mini Twice Baked Potatoes

### **BRONZEVILLE • \$18.00**

Vegetable Jambalaya  
BBQ Pulled Chicken Sliders with Sweet and Spicy BBQ Sauce, Pickle Chip on a Soft Potato Roll  
Mojo Shrimp Skewers with Applewood Bacon and Southern Comfort Glaze

### **CHINA TOWN • \$16.00**

Fresh Vegetable Spring Rolls with Crispy Ramen Noodle Salad in mini take out containers  
Jumbo Crab Rangoon with Sweet Chile Dipping Sauce  
Mongolian Beef Bao Buns with Sweet Plum and Scallion Sauce

### **ITALIAN VILLAGE • \$15.00**

Bruschetta Trio of Tomato & Basil, Spinach Artichoke and White Bean Rosemary served with Toasted Italian Crostini  
Fontina and Truffle Arancini with Spicy Romesco Sauce, Parmesan and Italian Parsley  
Chicken Pesto Sliders with Basil Grilled Chicken, Roasted Tomato, Provolone and Pesto Aioli on Mini Focaccia Bread

### **PILSEN • \$17.00**

Petite Cups of Guacamole with Crispy Corn Tortilla Chips  
Black Bean, Squash and Goat Cheese Empanadas with Chipotle Salsa  
Pork Carnita "Fajitas" with Roasted Poblano Peppers and Onions, Salsa Verde

### **DEVON STREET • \$15.00**

Spicy Punjabi Snack Mix served in Bamboo Cones  
Potato and Pea Samosa's with Cilantro and Tamarind Chutney  
Tandoori Chicken Skewers with Cucumber Raita

### **GREEK TOWN • \$15.00**

Greek Village Salad with Tomato, Cucumber, Feta Cheese, Red Onion and Oregano Vinaigrette  
Classic Spanikopita with Sundried Tomato and Red Pepper Dipping Sauce  
Grilled Lemon Chicken Skewers with Charred Lemon and Cucumber Tzatziki

### **SWEET HOME CHICAGO • \$15.00**

Frango Mint Brownie Bites, Eli's Cheesecake Bites, Neiman Marcus Bars, Petite Lemon Head Parfaits and Garrett Popcorn  
Coffee, Decaffeinated Coffee and Hot Tea





# SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

## MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

## PRICING

Published pricing does not include service charge (currently 21.50%) or applicable taxes. Pricing is subject to change without notice and will be guaranteed when contracted.

## GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five full business days (Monday – Friday) prior to the event for functions up to 1,000 guests. Function of 1,001 guests or more must be guaranteed ten full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within seventy-two hours of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

## BEVERAGES

SAVOR...Chicago offers a complete selection of beverages to complement each function. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR...Chicago, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

## PAYMENT/DEPOSIT/CONTRACT

A deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 100% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first function. Payment can be made via credit card, ACH wire or company check. A 2.5% service fee will be added to credit card charges over \$20,000.

## IMPORTANT INFORMATION

- Exhibit Floor catering is a drop off service. SAVOR...Chicago is not responsible for trash removal.
- Catering is delivered with disposableware. China service is available with an associated fee.
- On-site pop up orders have a two hour delivery window
- SAVOR...Chicago is not responsible for supplying tables for catering services in your Booth. Please contact your General Contractor to order tables or designate appropriate counter space in your Booth.
- SAVOR ...Chicago is not responsible for supplying power for catering services in your booth. Please contact your General Contractor to order electricity.
- SAVOR...Chicago Banquet Staff is available for hire in your Booth.

As per ASCO's "Policies for Exhibitors and Other Organizations at ASCO's Meetings".

- The distribution of alcoholic beverages in the Oncology Professional Hall is prohibited.
- Exhibitors who will be providing food and beverage to attendees in their booth and/or Oncology Professionals Hall Meeting Rooms must order at their own expense, porter service exclusively provided by Freeman, the general services contractor.

# SAVOR...



TRADE SHOW	2018 ASCO ANNUAL MEETING	ORDER DEADLINE	Friday, May 4, 2018			
CONTACT		ON-SITE CONTACT				
COMPANY		ON-SITE PHONE #				
ADDRESS						
CITY, STATE, ZIP						
PHONE #		FAX #				
EMAIL ADDRESS						
BOOTH/ROOM #		BUILDING (Circle)	N	S	E	W

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	#of Guests	Item Description	Unit Price

A signed Catering Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution.

Please submit this form to your catering sales manager:  
 Brendan Cahill | [bcahill@mccormickplace.com](mailto:bcahill@mccormickplace.com) | 312.791.7135  
 Austin West | [awest@mccormickplace.com](mailto:awest@mccormickplace.com) | 312.791.7141

METHOD OF PAYMENT	Credit Card <input type="radio"/>	Check <input type="radio"/>	Wire <input type="radio"/>
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A 2.5% processing fee will be added to all credit card charges greater than \$20,000. All checks and wires must be received before the opening of the Show and all clients must have a credit card on file for any additional on-site orders or increases in quantities. You will receive a link to your contract for you to sign after your Catering Sales Manager has entered your order. Your credit card information will be requested at the time of contract and entered by you through a secured site.

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.

Menu and pricing are specific to show floor catering. Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

# UNIVERSAL COMPUTER RENTAL

12425 Mills Ave Unit A6 Chino, CA 91710

Voice 909-627-2089 Fax 909-627-2099

[www.ucrental.com](http://www.ucrental.com)

[sales@ucrental.com](mailto:sales@ucrental.com)

## 2018 ASCO ANNUAL MEETING

# OFFICIAL CONTRACTOR

June 2-4, 2018 McCormick Place Chicago



**Customer Service Team**  
**24Hrs/7Days**  
**5% Discount Deadline**  
**May 4, 2018**

Ordered By: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Payment Type: (Check One) AmEx:  MC:  Discovery:  Visa:  Check:

C.C.#: \_\_\_\_\_ C.C. Exp: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

C.C. Address, Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Hall: \_\_\_\_\_ Booth: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Onsite Contact & Cell #: \_\_\_\_\_

**As the Official Computer Vendor, Universal Computer Rental will have Equipment, Computer Technicians and a Service Desk On-Site from Set-Up through Dismantle. Please visit our service desk with questions or call 909 627-2089**

**SHOW SPECIALS ON 23.9"**  
**MEETING ROOM 1080P & 4K MONITORS AVAILABLE PLEASE CALL**



**\*\*\*\*\*PRICES ARE FOR ENTIRE LENGTH OF SHOW NOT PER DAY\*\*\*\*\***



Qty	Computers... 20" LCD Monitor Included	Show Rate	Extended Rate
	AMD 6 Core, 8GRam, 240G-SSD, DVD, NIC Win 10, Office 2016	\$345	
	AMD 6 Core, 8GRam, 240G-SSD, <b>4K Video</b> , DVD, NIC, Win 10 Office 2016	\$385	
Qty	Laptops / Tablets / iPad Pro...		
	AMD 2.2Ghz Dual Core, 4GRam, 120G-SSD, DVD, 10/100NIC, Wi-Fi 2.4Ghz & 5Ghz, Win 10, Office 2016	\$296	
	Intel i5 Dual Core, 6GRam, 120G-SSD, DVD/RW, 10/1000NIC, Wi-Fi 2.4Ghz & 5Ghz, Bluetooth, Win 10, Office 2016	\$325	
	iPad Pro 12.9" 32GB, iPad 4 9.7", Wi-Fi, 4G Activation	CALL	
	iPad Air Gen 2, Opt 4G ver WG 2GB Data, 64GB, Wi-Fi, Front/Rear Camera	CALL	
	Tablet Windows Surface Pro 3, 12"HD Display, 128GB, Wi-Fi, Front/Rear Camera, USB 3.0, Bluetooth 4.0	\$325	
Qty	Monitors... 1080P & 4K Monitors Available Please Call		
	22" LED Monitor 1080P, VGA, HDMI	\$240	
	23.9" LED Monitor 1080P, VGA, HDMI	\$275	



Media Player 1080P/4K/wRemote

Qty	Printers...		
	HP LaserJet 4250N USB/Network	\$245	
	Laser Fax Plain Paper	\$225	
	Laser Color Printer 1000 Prints Included, 15¢ There After	\$345	
	Laser Copier/Printer/Fax/Scanner COLOR 1000 Prints Included 15¢ After	\$385	
	Laser Copier/Printer/Scanner Auto Feeder Reduce/Enlarge Monochrome	\$295	
Qty	Mac Computers.... iMacs Available Call For Pricing		
	Mac Pro 8 Core 2.8Ghz, 6GRam, 320GHD, DVD, NIC, Office 2016	\$345	
	Mac Book Pro i5 2.4Ghz, 6GRam, 240G-SSD, DVD, Wi-Fi, NIC, Office 2016	\$345	
Qty	Accessories...		
	Wireless Router 802.11ac Dual Band 2.4Ghz, 5Ghz	\$115	
	IT Services, Setup Your Equipment	CALL	
	PC Speakers 35 Watts	\$35	
	Wireless RF Keyboard/Mouse 50FT Range	\$85	
	iPad 2, 3, 4, Air Table Top Stand	\$60	
	iPad 2, 3, 4, Air Adjustable Floor Stand Kiosk	\$150	
	Single Pole Stand With Shelve Up To 32" Monitor	\$145	
	Dual Pole Stand With Shelve Up To 75" Monitor	\$170	
	Media Player 1080P, 4K, HDMI, Wi-Fi USB 2.4Ghz-5Ghz	\$85	
	8 or 16 Port Switch 10/100/1000	\$60/\$95	

If additional equipment is needed and not listed please call 909-627-2089

Subtotal	_____
Tax 8.75%	_____
Installation	_____
Union Fees 21% of Subtotal / *Local 110 Projectionists	_____
Total	_____

SERVICE: 24HRS / 7 days on call service 909-627-2089.

OFFICIAL EVENT: Onsite service desk & technical support at no charge on equipment ordered.

DISCOUNTS: Orders must be received by May 4, 2018 for any discounts.

CANCELLATION: Fee is 50% if not received 7 Days prior to delivery, 100% will be charged if canceled onsite.

DRAYAGE: Labor is not included and is the customer's responsibility.

DELIVERY / PICKUP: A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required an additional charge will apply.

IPADS: Universal Computer Rental is not responsible for Speed, Signal Strength or Disconnection with Cellular Service.

CREDIT CARD: For your convenience we will use this authorization to charge your credit card for your advance order, and any additional fees incurred as a result of on-site orders by your representatives. These fees include any service provided by Universal Computer Rental, or charges we incur on your behalf.

RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to Universal Computer Rental standard terms and conditions. Prices are subject to change without notice.

\*UNION Local 110 Projectionists: Rules and Labor Fees Apply. NOTE: Please call for Estimated Projectionists fees.

LINE ITEM "Union Fees 21% of Subtotal" applies if ordering other than Projectors and Screens.

**Order Comments / Instructions**
