



American  
Dental  
Hygienists'  
Association



April 2015

Dear Exhibitor:

The American Dental Hygienists' Association is excited about the 2015 **Center for Lifelong Learning (CLL)** at the 92<sup>nd</sup> Annual Session June 17-23 at Music City Center Convention Center in Nashville, TN! The meeting schedule is as follows:

- June 17 – 20 **Center for Lifelong Learning (CE Courses)**
- June 19 – 20 **EXHIBITS 2015**
- June 21 – 23 **92<sup>nd</sup> Annual Session Business Meeting**

We look forward to having your company participate in EXHIBITS 2015 on Friday, June 19 and Saturday, June 20. Attached and online you will find the official ADHA EXHIBITS 2015 planning tool.

We recommend that you read this kit thoroughly and distribute the appropriate information to the members of your team that are assisting you in your planning. Please remember that one of the best ways to reduce costs is by meeting all of the advanced deadlines. **Be sure to review the Important Dates Document.** Note: the service order forms as well as additional meeting resources are also available online at: <https://www.etches.com/ehome/110684/exhibitorresources/>

Thank you for your support of the dental hygiene profession and of ADHA's CLL at the 92<sup>nd</sup> Annual Session. We look forward to seeing you in Nashville!

Sincerely,

Maddie Hilpert  
Director of Corporate  
Development  
[maddieh@adha.net](mailto:maddieh@adha.net)  
(312) 440-8912

Dawn Amaskane  
Sr. Manager of Meetings  
& Conventions  
[dawna@adha.net](mailto:dawna@adha.net)  
(312) 440-8903

Bridget Flynn  
Meetings Coordinator  
[bridgetf@adha.net](mailto:bridgetf@adha.net)  
(312) 440-8931



# CELL 2015

92<sup>ND</sup> ANNUAL JUNE 17-23\*2015  
SESSION NASHVILLE, TN

## **April 2015**

**Wednesday, April 29**

### **Update Company Description**

Update company listing. This will be used for the onsite official program guide.

**Wednesday, April 29**

### **Booth Payment Due**

Booth payment for remaining balance due to ADHA

**Wednesday, April 29**

Consider purchasing an ad in the official program show guide

**Wednesday, April 29**

### **Trivia Game Participation Due**

Low cost traffic builder for only \$200

## **May 2015**

**After Friday, May 8**

### **Order Attendee List**

Attendee lists are available for \$85.

**Wednesday, May 6**

### **Housing Deadline for Group Blocks**

Release/Name change any reservations made within housing block.

**Friday, May 15**

### **Lead Retrieval Discount Deadline**

**Friday, May 15**

### **Electrical Service Deadline**

(Compressed air, water & gas)

## **May 2015 (continued)**

**Monday, May 18**

### **Advance Shipments Begins**

Advance shipment begins being accepted at Freeman Nashville Warehouse.

**Monday, May 18**

### **Booth Specials**

Upload your show special into your company profile for attendees to view.

**Wednesday, May 20**

### **Certificate of Insurance Due**

A valid certificate of Insurance is due to ADHA.

**Thursday, May 28**

### **Freeman Discount Deadline**

## **June 2015**

**Friday, June 11**

### **Advance Shipments End**

Last day for advanced shipments to be accepted at the Freeman Nashville Warehouse.

**Thursday, June 18**

### **Exhibitor Registration Opens**

Pickup badges beginning at 7:00am through Saturday morning.

**Thursday, June 18**

### **Exhibitor Move-in**

Exhibitor move-in 8:00am-5:00pm

**Friday, June 19**

### **Exhibits Open**

Exhibits move-in 7:30am-8:30am

Exhibits open 9:00am-4:00pm

**Saturday, June 20**

### **Exhibits Open**

Exhibits open 10:00am-3:00pm

**Saturday, June 20**

### **Exhibitor Move-out**

Exhibitor move-out is 3:01pm-10:00pm

For more information, please contact ADHA at [exhibits@adha.net](mailto:exhibits@adha.net)

# American Dental Hygienists' Association 2015 CLL at the 92<sup>nd</sup> Annual Session - EXHIBITS 2015

Music City Center Convention Center

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Nashville, TN

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## EXHIBIT SCHEDULE

Friday	June 19, 2015	9:00 a.m. – 4:00 p.m.	Exhibits Open
Saturday	June 20, 2015	10:00 a.m.- 3:00 p.m.	Exhibits Open

## EXHIBITOR REGISTRATION

Pick up exhibitor badges on level two of the MCC.

Exhibitor badges ***are not*** mailed in advance.

Thursday	June 18, 2015	7:00 a.m. to 6:00 p.m.
Friday	June 19, 2015	7:00 a.m. to 6:00 p.m.
Saturday	June 20, 2015	7:00 a.m. to 5:00 p.m.

## MOVE-IN SCHEDULE

Thursday	June 18, 2015	8:00 a.m. to 5:00 p.m.
Friday	June 19, 2015	7:30 a.m. to 8:30 a.m.

**NOTE: SHOW OPENS AT 9:00 A.M. FRIDAY**

## SPECIAL EVENTS

### Thursday Plenary Session featuring Mike Rayburn

Thursday, June 18 – 8:00 a.m.

Free for all attendees/exhibitors

### IOH Benefit/President's Reception (Cocktail Attire)

Friday, June 19 – 7:30 p.m.

\$55 per ticket

*Table sponsorship options available:*

#### Table Sponsor Cost: \$3,500

Includes: (1) table of (10), and (20) drink tickets

#### Silver Sponsor Cost: \$7,500

Includes: (2) tables of (10), (40) drink tickets, company logo on beverage napkin

#### Gold Sponsor Cost: \$10,000

Includes: (3) tables of (10), (60) drink tickets, company logo on beverage napkin

To become a table sponsor, complete and return the form below:

<https://www.eiseverywhere.com/ehome/adha15/271180/>

Donation items needed for the silent auction. Consider donating an auction item:

<https://www.etches.com/esurvey/index.php?surveyid=25643>.

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## **Saturday Plenary Session featuring Diana Nyad**

Saturday, June 20 – 8:00 a.m.

Free for all attendees/exhibitors

## **INSTALLATION OF BOOTHS**

- All Booths must be completely set by Friday, June 19 at 8:30 a.m.
- Booth installation during show hours is strictly prohibited
- All Booths must remain set until Saturday, June 20 at 3:00 p.m.

## **MOVE-OUT SCHEDULE**

Saturday June 20, 2015

3:01 p.m. to 10:00 p.m.

## **DISMANTLE OF BOOTHS**

- All Booths must be completely removed by Saturday, June 20 at 10:00 p.m.
- Bills of Lading must be turned in by Saturday, June 20 at 10:00 p.m.
- Freight will be re-routed beginning Saturday, June 20 at 8:00 p.m.
- Outbound Carriers *must arrive and check-in* no later than Saturday, June 20 at 8:00 p.m.

**All Bulk Trash is the responsibility of the exhibiting company and must be completely removed by Saturday, June 20 at 10:00 p.m. Charges will be applied for all abandoned booths or abandoned booth collateral/ trash.**

## **ADDRESS OF EXHIBIT SITE**

Music City Center Convention Center

700 Korean Veterans Blvd, Nashville, TN 37203

## **ANIMALS**

Animals are not permitted on the premises except in conjunction with an approved exhibit or as service animals for the physically challenged.

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## **BUSINESS CENTER**

Full-Service Business Center at Omni Nashville Hotel  
250 5th Avenue South, Nashville, TN 37203  
(615) 782-5300

## **EXHIBITOR REGISTRATION**

Exhibitor Registration will be on the Pre-Function/Foyer Space. Exhibitor Badges **will not** be mailed in advance. Each exhibiting company is allowed four (4) complimentary exhibitor badges per 10'x10' booth purchased. The exhibitor badge allows access to the Exhibits and the Thursday and Saturday Plenary Sessions. You will be required to pay for any Continuing Education courses you wish to attend. Exhibitor Badge names should be submitted by **Friday, May 8**.

## **EXHIBITOR LEAD RETRIEVAL**

Exhibitor Lead Retrieval units will be available at the Service Desk, located in the back of the exhibit hall. *Reserve your unit in advance and save.* The Order form can be found in the *Other Services* section of this manual.

## **EXCLUSIVE CONTRACTOR**

A contractor appointed by show management *or* building management and serves as the sole provider of specified services.

## **EXHIBIT HALL ACCESS**

Exhibitors will be allowed on the show floor a ½ hour prior to the show floor opening and a ½ hour after the show floor closes. Exhibitors will need to have permission from ADHA to stay later than these published times.

## **EXHIBIT HALL DIRECTORY**

Your Company Profile and Product Listing for the Exhibit Hall Directory should have been completed in our online booth profile by Friday, April 17th. If you have questions on your directory listing, please contact Bridget Flynn at [Bridgetf@adha.net](mailto:Bridgetf@adha.net).

## **HANGING & RIGGING**

ADHA is utilizing Exhibit Hall A2 (Level 3) at the Music City Center Convention Center for exhibit space. If your company plans on hanging any signs, please note that Exhibit Hall A2 (Level 3) has 32' ceilings.

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## **OFFICIAL CONTRACTOR**

An Official Contractor is a vendor that has been selected and recommended by exposition management to supply products or services to exhibitors. Management can assist and intervene on the exhibitor's behalf **ONLY** when the exhibitor utilizes the vendors listed in this manual. Please see the contact list of exclusive and official vendors included in this section. The suppliers listed in this manual are the **ONLY VENDORS** approved by ADHA. When contacted by outside agents, it is important that you verify that you are doing business with a reputable and properly insured vendor.

## **P.A. ANNOUNCEMENTS**

Show Management will restrict announcements to general show information. We will not make announcements regarding exhibitor drawings, lost persons or articles.

## **PARKING**

Daily parking is available at Music City Center Convention Center/Omni Nashville Hotel. Visit: <http://www.nashvillemusiccitycenter.com/parking>

## **PHOTOGRAPHY & FILMING**

There is **NO PHOTOGRAPHY** in the exhibit hall except by the Official Show Photographer or an **APPROVED** Exhibitor Appointed Photographer. Photography or recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited. Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during Show Days Only. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph the exhibitor's booth. For your photographic needs, electricity, climate control and lights will be at full power on Friday, June 19 from 7:30am to 4:00pm. To request permission to use an outside photographer, please contact Bridget Flynn at [Bridgetf@adha.net](mailto:Bridgetf@adha.net).

## **MEDIA/PRESS ROOM**

The Press Room will be located in Room 212 at the Music City Center Convention Center.

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## **RESTAURANT**

In the back of the exhibit hall will be a restaurant concept with different food outlets to purchase food.

## **SECURITY**

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and product. To order security services for your exhibit call 615/401-1440 or complete the Booth Security Guard form and return to Music City Center Exhibitor Services.

## **SHOW COLORS**

The show drape colors will consist of alternating brown and black colors for the 8' x 10' back wall drape, and black 3' high side rail drape. The exhibit hall is not carpeted. ADHA will have aisle carpet in the color of Latte. Exhibitors are responsible for purchasing carpet for their booth space.

## **SHOW OFFICE**

An on-site Show Office will be in operation during move-in, show days and move-out. The Show Office will be located in room 204. ADHA Staff will also be on the show floor identifiable with black polo shirts with the ADHA logo on the front pocket.



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## **FREQUENTLY ASKED QUESTIONS**

### **How do I order utility services such as electricity & telecommunications?**

Order forms for utilities are located in the *Other Services* Order Forms section of this manual. Please note that all utilities are provided by LMG / Music City Center Convention Center.

### **What is my booth number and where are we located on the show floor?**

Your booth number was sent in a confirmation letter to the main contact (name on the contract) for your company. There is a floor plan which can be found at <https://www.eiseverywhere.com/ehome/index.php?eventid=110684&tabid=266446>

If you need assistance in locating your booth or booth number, please contact Bridget Flynn at [Bridgetf@adha.net](mailto:Bridgetf@adha.net) or (312) 440-8931.

### **What comes standard with my booth?**

Each booth will be supplied with the following items: 8' x 10' back wall drape, 3' high side rail drape, and a 7" x 44" identification sign.

### **Am I required to order carpet for my booth?**

Yes, You are required to order carpet.

### **How do I ship my materials?**

You may ship your booth materials IN ADVANCE to the Advance Warehouse or you may ship DIRECT to Music City Center Convention Center. The specific shipping information and instructions are located in the *Material Handling* Section of this manual.

### **We won't be using our booth any more; may we just leave it at the end of the show?**

NO. This is considered booth abandonment and charges and penalties will apply. You will need to make arrangement for your booth's removal.

### **What are the move-in times?**

Thursday June 18, 2014                      8:00 a.m. to 5:00 p.m.

Friday        June 19, 2014                      7:30 a.m. to 8:30 a.m.

**NOTE: SHOW OPENS AT 9:00 A.M. FRIDAY**



# American Dental Hygienists' Association

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### FREQUENTLY ASKED QUESTIONS (continued)

#### **Do I need Insurance?**

It is recommended that Exhibitors obtain a rider on an existing policy protecting them against damage, loss or theft of their materials or displays during move-in, show days, and move-out. The general service contractor is responsible for exhibitor's materials only while they are handling them. The contractor is not responsible for damage to uncrated material, improperly packed or labeled material or loss and/or theft after material has been delivered to the booth space or before material has been picked up at the end of the show. Refer to the Terms and Conditions of the Exhibitor Contract.

#### **How do I use an EXHIBITOR APPOINTED CONTRACTOR (EAC)?**

Exhibitors using an EAC to provide services to their booth must complete and return the "Exhibitor Appointed Contractor Service Agreement" form that is located in the *Labor Section* of this manual. This form must be sent in no later than 30 days prior to the first move-in day. Please inform your EAC that they must forward a General Liability Insurance Certificate by **Friday, May 15**. The insurance certificate must name: ADHA – EXHIBITS 2015, Music City Center Convention Center and Freeman as additional insureds.

#### **INSURANCE (EAC) – REQUIRED FOR ALL EXHIBITOR APPOINTED CONTRACTORS**

EAC shall, at its own expense, secure and maintain through the term of this contract, including move-in, show days and move-out, the insurance listed below. All such insurance shall be primary of any valid and collectible insurance of EAC and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with EAC's obligations under this paragraph.

- A. Worker's Compensation Insurance
- B. Comprehensive General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
- C. Automobile Liability Insurance with limits no less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

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All Exhibitor Appointed Contractors are required to submit an original certificate of insurance indicating coverage in the following areas: General Liability, Automobile, and Workmen's Compensation, with a minimum coverage of \$1,000,000 in all areas.

## **How do I make my hotel and arrangements?**

Omni Nashville Hotel has discounted room rates available. You can reserve rooms online at: <http://adha.org/annual-session/housing>

## **How do I register my staff for the show?**

Registering your staff can be done online by May 1 at:

<https://www.etches.com/ereg/index.php?eventid=101853&>

you will need your promo code to receive the complimentary badges. This was included with your booth confirmation email.

As an exhibiting company, you may register 4 staff members per 10'x10' exhibit space at no charge. **ALL BADGES WILL BE DISTRIBUTED ON SITE.**

## **Security?**

Show Management provides perimeter security on-site; however, it is the exhibitor's responsibility to ensure the security of their exhibit and product. Additional security services for your booth may be ordered at the exhibiting company's expense.

## **What if I have more questions?**

Please refer to the Official / Exclusive Contractor Contact lists located in the General Information Section, or for additional questions, please call Bridget Flynn, ADHA Meetings Coordinator, at (312) 440-8931 or email [Bridgetf@adha.net](mailto:Bridgetf@adha.net) for additional assistance.

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## EXCLUSIVE CONTRACTORS

These contractors have been appointed by either show management *or* building management as the sole provider of the specified services. Exhibitor Appointed Contractors may not be used on any of these services.

### GENERAL SERVICES CONTRACTOR

Freeman  
1701 Lebanon Pike Circle  
Nashville, TN 37210  
PH: (615) 884-5785  
Fax: (469) 621-5615  
FreemanNashvilleES@freemanco.com

### BOOTH CLEANING

Freeman  
PH: (615) 884-5785

### UTILITIES

#### Electrical, Compressed Air, Gas, Water, Drain

Music City Center  
201 5<sup>th</sup> Avenue South  
Nashville, TN 37203  
Ph: 615/401-1440  
Fax: 615/401-1439  
Email: [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com)

### TELECOMMUNICATIONS / INTERNET

Music City Center  
201 5<sup>th</sup> Avenue South  
Nashville, TN 37203  
Ph: 615/401-1440  
Fax: 615/401-1439  
Email: [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com)

### OFFICIAL PROGRAM ADVERTISING

Fox Associates  
PH: 312/664-3888

### EVENT SECURITY

Music City Center  
Nashville, TN  
PH: 615/401-1400

### MATERIAL HANDLING

Freeman  
1701 Lebanon Pike Circle  
Nashville, TN 37210  
PH: (615) 884-5785  
Fax: (469) 621-5615  
FreemanNashvilleES@freemanco.com

### FOOD & BEVERAGE SERVICE / CATERING

Music City Center  
Contact: Renae Droege  
PH: 615/401-1360  
[Renae.Droege@nashvillemcc.com](mailto:Renae.Droege@nashvillemcc.com)

### EXHIBITOR REGISTRATION

ADHA Meetings Department  
444 N. Michigan Ave  
Suite 3400  
Chicago, IL 60611  
P: (312) 440-8931  
[exhibits@adha.net](mailto:exhibits@adha.net)

### SPONSORSHIP OPPORTUNITIES

ADHA Corporate Development  
Maddie Hilpert  
P: (312) 440-8912  
[maddieh@adha.net](mailto:maddieh@adha.net)

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## OFFICIAL SERVICE CONTRACTORS

An Official Contractor is a vendor that has been selected and recommended by exposition management to supply a product or service to exhibitors. Management can assist and intervene on the exhibitor's behalf **ONLY** when the exhibitor utilizes the vendors listed in this manual. Please see the contact list of exclusive and official vendors included in this section of the manual. The suppliers listed in this manual are the **ONLY VENDORS** approved by ADHA. When contacted by outside agents, it is important that you verify that you are doing business with a reputable and properly insured vendor.

### EXHIBIT LABOR

Freeman  
1701 Lebanon Pike Circle  
Nashville, TN 37210  
PH: (615) 884-5785  
Fax: (469) 621-5615

### HOUSING

View availability at:  
<http://www.adha.org/annual-session/housing>

### LEAD RETRIEVAL

American Tradeshow Services  
PH: 905/809-0600 x215  
[www.atsleads.com](http://www.atsleads.com)

### AV / COMPUTER RENTALS

LMG  
PH: 615/401-1325

### FLORAL / PLANTS

Teasley's Convention Florist  
PH: 615/876-3695  
[leigh@conventionflorists.com](mailto:leigh@conventionflorists.com)

### PHOTOGRAPHY

ICDA  
PH: 312/226-5902  
[mbuxbaum@documentaryarts.com](mailto:mbuxbaum@documentaryarts.com)

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in latte. Show management requires that all booths be carpeted.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by May 28, 2015.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Thursday	June 18, 2015	8:00 AM - 5:00 PM
Friday	June 19, 2015	7:30 AM - 8:30 AM

### EXHIBIT HOURS

Friday	June 19, 2015	9:00 AM - 4:00 PM
Saturday	June 20, 2015	10:00 AM - 3:00 PM

### EXHIBITOR MOVE-OUT

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

Saturday	June 20, 2015	3:01 PM - 10:00 PM
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**We will begin returning empty containers once aisle carpet is removed.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, June 20, 2015 at 10:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, June 20, 2015 at 8:00 PM.

### 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

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 fax (469) 621-5615  
freemannahvillees@freemanco.com

## FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax

## FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by May 28, 2015.** Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

## SHIPPING INFORMATION

## Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ADHA's CLL at the 92nd Annual Session**

C/O FREEMAN

1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Monday, May 18, 2015, at the above address. Material arriving after June 11, 2015 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

## Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ADHA's CLL at the 92nd Annual Session**

C/O FREEMAN

MUSIC CITY CENTER

700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

Freeman will receive shipments at the exhibit facility beginning Thursday, June 18, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

#### LABOR INFORMATION

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

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

WE APPRECIATE YOUR BUSINESS!



## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICES

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 feature you may contact Freeman Exhibitor Services at (615) 884-5785 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by May 28, 2015.

#### 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, machinery and equipment that are in use.

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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.

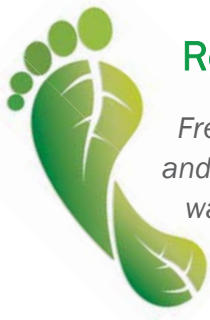
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

### EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.

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

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



## 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, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### 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 Jeff Chase at [jeff.chase@freemanco.com](mailto:jeff.chase@freemanco.com).

# F R E E M A N

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615  
freemannahvillees@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2015

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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 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 (315716) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

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

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

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

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

## ENTER TOTALS HERE

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

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

## TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?315716>

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615  
freemannashvillees@freemanco.com



## ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

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 EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

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.

**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. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

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

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

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

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. 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.

REV 11/13

Freeman

# TRANSPORTATION COMPLETE



**SAVE MONEY  
NOW!**

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

## Double the convenience... zero surprises.

### Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & 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
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

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

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



**F R E E M A N**  
INNOVATION DEDICATED TO YOUR BRAND



# EXHIBIT transportation



There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

*Don't forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.*

# EXHIBIT TRANSPORTATION services

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## **questions?**

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

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

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

**F R E E M A N**

# FREEMAN

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



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

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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.freemanco.com/store](http://www.freemanco.com/store)**

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

**COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:**

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**ADHA's CLL at the 92nd Annual Session**

C/O: FREEMAN

1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

MUST BE DELIVERED BY JUNE 11, 2015

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

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

**ADHA's CLL at the 92nd Annual Session**

C/O: FREEMAN

MUSIC CITY CENTER

700 KOREAN VETERANS BLVD

NASHVILLE, TN 37203

CANNOT BE DELIVERED BEFORE JUNE 18, 2015

### 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 TO:  
(469) 621-5810**

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

SHOW # (315716)

**FREEMAN exhibit transportation**

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

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

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

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

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

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

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

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

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

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$.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.

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

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

(c) personal effects;

(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

## 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

**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.

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.

**(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 \$25.00 (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.

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 15 calendar 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. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF 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.

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

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FreemanNashvilleES@freemanco.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

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

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

**STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

### RATE CLASSIFICATIONS:

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

Crated or Skidded Shipment.....	\$ 75.25	150.50
Special Handling Shipment.....	\$ 98.00	196.00

#### Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 69.00	138.00
Special Handling Shipment.....	\$ 89.75	179.50
Uncrated or Pad Wrapped Shipment.....	\$103.50	207.00

#### Small Package - Maximum weight is 30 lbs per shipment\*

Per Shipment .....	\$ 40.00	
--------------------	----------	--

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

### ADDITIONAL SURCHARGES:

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

Warehouse Shipment after Deadline .....	\$ 19.00	38.00
Show Site Shipment after Deadline .....	\$ 17.25	34.50

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

Crated or Skidded Shipment.....	\$ 17.25	34.50
Special Handling Shipment.....	\$ 22.50	45.00
Uncrated or Pad Wrapped Shipment .....	\$ 26.00	52.00

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

Crated or skidded Shipment .....	\$ 17.25	34.50
Special Handling Shipment.....	\$ 22.50	45.00
Uncrated or Pad Wrapped Shipment .....	\$ 26.00	52.00

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

### Tips to Save on Material Handling

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 150.50

52 lbs. charged @ 200 lbs. \$ 150.50

65 lbs. charged @ 200 lbs. \$ 150.50 = \$451.50

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$150.50

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



## SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# F R E E M A N

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615  
FreemanNashvilleES@freemanco.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

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

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

### SPOTTING FEE

MOBILE UNITS\* \$ 177.00 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 177.00 PER UNIT (Round Trip)

**\*NOTE:** Mobile units will be assessed the "one time" spotting charge listed above in addition to a one hour forklift/operator charge each way, (See Material Handling Equipment Labor form) for unloading and loading. Motorized equipment is defined as any vehicle arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Will you require a crane or forklift? \_\_\_\_\_

(\*See Forklift / Rigging Labor Order Form)

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who should we contact if we need more information? \_\_\_\_\_

\_\_\_\_\_

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freemannashvillees@freemanco.com



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS
---

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

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

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day    ☐ 2nd Day    ☐ Deferred

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

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

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

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

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 18, 2015**

**DEADLINE DATE IS: JUNE 11, 2015**

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

**C/O: FREEMAN**  
1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

**WAREHOUSE**

**EVENT:** \_\_\_\_\_  
ADHA's CLL at the 92nd Annual Session

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 18, 2015**

**DEADLINE DATE IS: JUNE 11, 2015**

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

**C/O: FREEMAN**  
1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

**WAREHOUSE**

**EVENT:** \_\_\_\_\_  
ADHA's CLL at the 92nd Annual Session

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JUNE 18, 2015**

**TO:**

**EXHIBITOR NAME**

**C/O: FREEMAN**

**MUSIC CITY CENTER**

**700 KOREAN VETERANS BLVD**

**NASHVILLE, TN 37203**

**SHOW SITE**

*ADHA's CLL at the 92nd Annual*

**EVENT:**

*Session*

**BOOTH NO:**

**NO.**

**OF**

**PCS**

**BOOTH NO:**

**NO.**

**OF**

**PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JUNE 18, 2015**

**TO:**

**EXHIBITOR NAME**

**C/O: FREEMAN**

**MUSIC CITY CENTER**

**700 KOREAN VETERANS BLVD**

**NASHVILLE, TN 37203**

**SHOW SITE**

*ADHA's CLL at the 92nd Annual*

**EVENT:**

*Session*

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
615-884-5785 Fax: (469)-621-5615  
FreemanNashvilleES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / June 19 - 20, 2015**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 615-884-5785 to speak with one of our experts.

## BOOTH PACKAGES

### SAVE TIME AND MONEY WITH A SPECIAL FURNISHINGS PACKAGE

#### BOOTH PACKAGE INFORMATION:

- Items included in package cannot be substituted or traded.
- Rates are based on full packages, whether used completely or in part.
- These packages are only available until the deadline date indicated above.
- Any orders placed after the deadline date or at show site will be charged the Standard Price as listed on the enclosed forms.

#### BOOTH PACKAGE OPTION 1: \$187.00 per package (per 10' x 10' space)

- Two (2) Limerick® Chairs by Herman Miller
- One (1) 6' x 30" Draped Table (select drape color below)
- One (1) Wastebasket

#### BOOTH PACKAGE OPTION 2: \$238.00 per package (per 10' x 10' space)

- One (1) 9' x 10' Carpet (select carpet color below)
- Two (2) Limerick® Chairs by Herman Miller
- One (1) 6' x 30" Draped Table (select drape color below)
- One (1) Wastebasket

#### SELECT DRAPE COLOR

- |                                |                               |                                |                                     |                                |
|--------------------------------|-------------------------------|--------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Brown | <input type="checkbox"/> Dark 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 |

#### SELECT CARPET COLOR

- |  |                               |                               |                                     |                                 |
|--|-------------------------------|-------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Black         | <input type="checkbox"/> Blue | <input type="checkbox"/> Gray | <input type="checkbox"/> Green      | <input type="checkbox"/> Latte  |
| <input type="checkbox"/> Midnight Blue | <input type="checkbox"/> Plum | <input type="checkbox"/> Red  | <input type="checkbox"/> Red Pepper | <input type="checkbox"/> Tuxedo |

Qty	Description	Price	Total
_____	Package 1 (per 10' x 10')	\$187.00	\$ _____
_____	Package 2 (per 10' x 10')	\$238.00	\$ _____

#### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (9.5%) \_\_\_\_\_ = TOTAL \_\_\_\_\_



# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.





## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### **signature chair**

*Black*

33"W 35"L 33"H – N71093



# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)  
Diplomat Chair (page 3)

## tables

### pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



#### metro series

*Black*

##### slate end table

20"W 20"L 17"H – N72029

##### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

##### black end table

17"W 17"L 18"H – C115104

##### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## office series

Cherry or Oak

### five-foot desk

30"W 60"L 30"H  
Cherry – N74061  
Oak – N74071

### credenza

16"W 60"L 30"H  
Cherry – N74064  
Oak – N74074

### bookcase

12"W 36"L 72"H  
Cherry – N74065  
Oak – N74075



### milano table

42"W 84"L 29"H  
Blonde Top with Black Base – N72093  
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



### luna table

36"W 72"L 29"H  
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



### hemingway writing table

Black  
24"W 49"L 29"H – N720191







# display

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

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



### tables (30" height)

Draped  
Draped on fourth side  
Undraped

3'	4'	6'	8'
C130330	C130430	C130630	C130830
		C12404630	C12404830
C131330	C131430	C131630	C131830

### counters (42" height)

Draped  
Draped on fourth side  
Undraped

C130342	C130442	C130642	C130842
		C12404642	C12404842
C131342	C131442	C131642	C131842

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

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



## display

### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

*Black*

24"W 49"L 42"H – N72056



### orion computer kiosk

*Black*

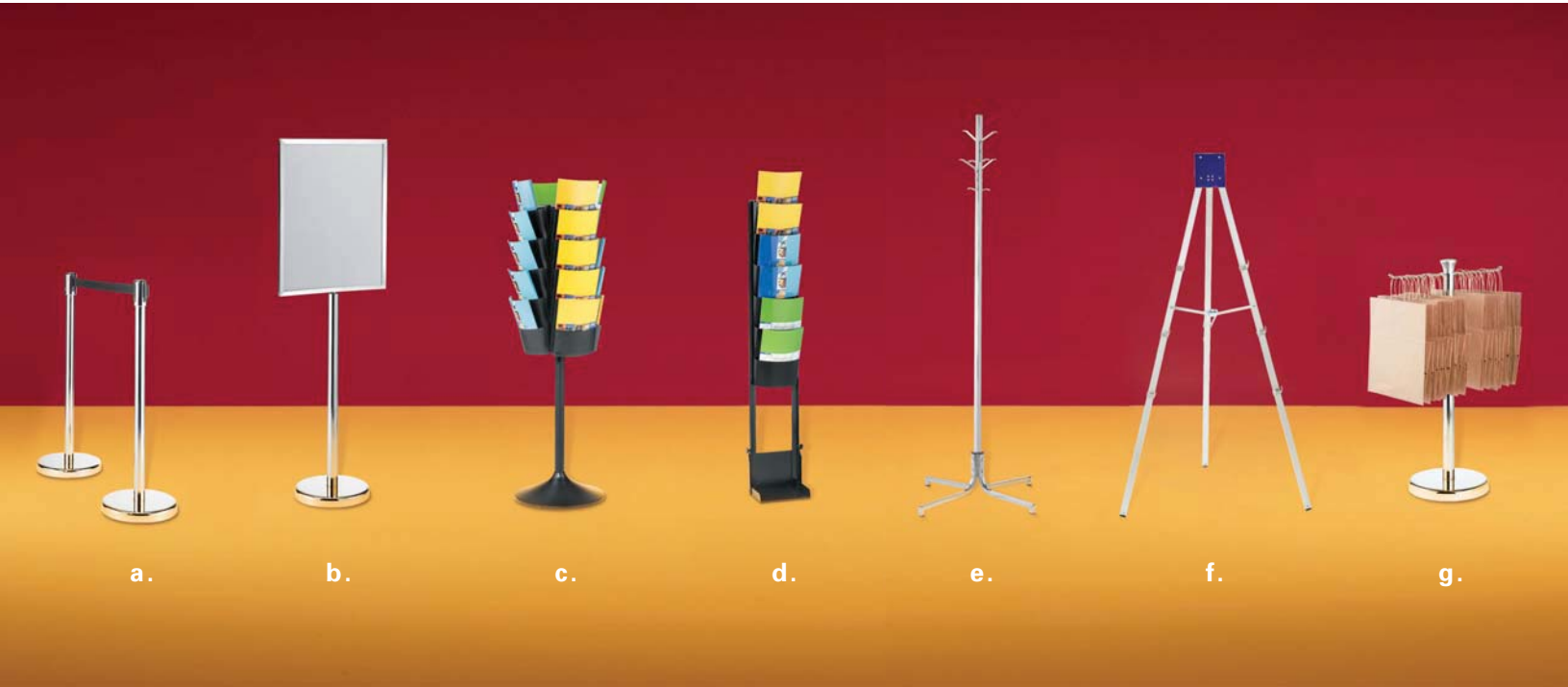
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



# accessories

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



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

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

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

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## FURNISHINGS

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

___	N71092	Diva Counter Stool .....	204.00	224.40	285.60	_____
___	N71091	Diva Chair .....	182.30	200.55	255.20	_____
___	N710144	Diplomat Chair .....	206.15	226.75	288.60	_____
___	N71038	Cherry Barrel Chair .....	163.20	179.50	228.50	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	230.30	253.35	322.40	_____
___	N71047	Gray Gaslift Stool .....	216.60	238.25	303.25	_____
___	N71046	Gray Gaslift Chair w/Arms ..	197.05	216.75	275.85	_____
___	N71045	Gray Gaslift Chair .....	163.20	179.50	228.50	_____
___	N71044	Executive Chair .....	266.00	292.60	372.40	_____
___	N71089	Black Diamond Side Chair..	103.00	113.30	144.20	_____
___	N71090	Black Diamond Arm Chair..	120.10	132.10	168.15	_____

### CHAIRS

___	N71088	Black Diamond Stool .....	149.60	164.55	209.45	_____
___	C210108	Limerick® Chair.....	57.40	63.15	80.35	_____
		by Herman Miller				
___	C210109	Limerick® Stool.....	96.00	105.60	134.40	_____
		by Herman Miller				

### LOUNGE SEATING

___	N73091	Signature Loveseat .....	658.50	724.35	921.90	_____
___	N71093	Signature Chair .....	357.00	392.70	499.80	_____

### TABLES

___	N72026	Cherry Cocktail Table.....	162.45	178.70	227.45	_____
___	N72027	Cherry End Table.....	133.75	147.15	187.25	_____
___	N72015	Glass Conference Table.....	192.15	211.35	269.00	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	142.80	157.10	199.90	_____
___	N72029	Metro Slate End Table.....	104.20	114.60	145.90	_____
___	C115103	Studio Black Cocktail Table.	102.75	113.05	143.85	_____
___	C115104	Studio Black End Table.....	76.60	84.25	107.25	_____

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

<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	122.75	135.05	171.85	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	184.50	202.95	258.30	_____
___	N72070	Black-top Bistro 24"W x 42"H	184.50	202.95	258.30	_____
___	N72067	Black-top Café Table 36"x30".	184.50	202.95	258.30	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	184.50	202.95	258.30	_____
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	166.70	183.35	233.40	_____
___	N72064	Café Table 36"W x 30"H .....	166.70	183.35	233.40	_____
___	N720163	Bistro Table 30"W x 42"H .....	166.70	183.35	233.40	_____
___	N720164	Bistro Table 36"W x 42"H .....	166.70	183.35	233.40	_____

### OFFICE FURNITURE

___	N72093	Milano Table/Blonde Top .....	384.00	422.40	537.60	_____
___	N72092	Milano Table/Black Top .....	384.00	422.40	537.60	_____
___	N72094	Luna Table/Black Top .....	562.75	619.05	787.85	_____
___	N720191	Hemingway Writing Table .....	337.70	371.45	472.80	_____
___	N74061	Cherry Desk 5' .....	455.95	501.55	638.35	_____
___	N74065	Cherry Bookcase .....	192.75	212.05	269.85	_____
___	N74064	Cherry Credenza .....	365.80	402.40	512.10	_____
___	N74071	Oak Desk 5' .....	455.95	501.55	638.35	_____
___	N74075	Oak Bookcase .....	192.75	212.05	269.85	_____
___	N74074	Oak Credenza .....	365.80	402.40	512.10	_____

### DISPLAY FURNITURE

___	N72056	Display Counter.....	332.10	365.30	464.95	_____
___	N75079	Orion Computer Kiosk.....	372.90	410.20	522.05	_____
___	N75030	Black Display Cube/Small.....	206.85	227.55	289.60	_____
___	N75031	Black Display Cube/Medium....	223.75	246.15	313.25	_____
___	N75032	Black Display Cube/Large.....	257.35	283.10	360.30	_____

### Display Cylinders

___	N75020	Black Display Cylinder/Low.	208.20	229.00	291.50	_____
___	N75021	Black Display Cylinder/Med.	241.90	266.10	338.65	_____
___	N75022	Black Display Cylinder/Lg....	277.10	304.80	387.95	_____

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark 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						
___	C130330	Draped Table 3'L x 30"H....	89.30	98.25	125.00	___
___	C130430	Draped Table 4'L x 30"H....	101.00	111.10	141.40	___
___	C130630	Draped Table 6'L x 30"H....	124.50	136.95	174.30	___
___	C130830	Draped Table 8'L x 30"H....	146.00	160.60	204.40	___
___	C1240463	4th Side Drape 6'L x 30"H...	47.45	52.20	66.45	___
___	C1240483	4th Side Drape 8'L x 30"H...	47.45	52.20	66.45	___
___	C130342	Draped Counter 3'L x 42"H.	132.20	145.40	185.10	___
___	C130442	Draped Counter 4'L x 42"H.	151.00	166.10	211.40	___
___	C130642	Draped Counter 6'L x 42"H.	166.00	182.60	232.40	___
___	C130842	Draped Counter 8'L x 42"H.	183.00	201.30	256.20	___
___	C1240464	4th Side Drape 6'L x 42"H...	47.45	52.20	66.45	___
___	C1240484	4th Side Drape 8'L x 42"H...	47.45	52.20	66.45	___

<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	33.10	36.40	46.35	___
___	C131430	Undraped Table 4'L x 30"H..	40.15	44.15	56.20	___
___	C131630	Undraped Table 6'L x 30"H..	47.45	52.20	66.45	___
___	C131830	Undraped Table 8'L x 30"H..	55.35	60.90	77.50	___
___	C131342	Undraped Counter 3'Lx42"H	72.80	80.10	101.90	___
___	C131442	Undraped Counter 4'Lx42"H	80.60	88.65	112.85	___
___	C131642	Undraped Counter 6'Lx42"H	88.75	97.65	124.25	___
___	C131842	Undraped Counter 8'Lx42"H	98.10	107.90	137.35	___

<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504100	Black 4'L x 7"H				___
		Corrugated Riser.....	38.20	42.00	53.50	___
___	C1504101	White 4'L x 7"H				___
		Corrugated Riser.....	38.20	42.00	53.50	___
___	C1506100	Black 6'L x 7"H				___
		Corrugated Riser.....	47.75	52.55	66.85	___
___	C1506101	White 6'L x 7"H				___
		Corrugated Riser.....	47.75	52.55	66.85	___
___	C1508100	Black 8'L x 7"H				___
		Corrugated Riser.....	59.70	65.65	83.60	___
___	C1508101	White 8'L x 7"H				___
		Corrugated Riser.....	59.70	65.65	83.60	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504200	Black 4'L x 14"H				___
		Corrugated Riser.....	76.40	84.05	106.95	___
___	C1504201	White 4'L x 14"H				___
		Corrugated Riser.....	76.40	84.05	106.95	___
___	C1506200	Black 6'L x 14"H				___
		Corrugated Riser.....	95.50	105.05	133.70	___
___	C1506201	White 6'L x 14"H				___
		Corrugated Riser.....	95.50	105.05	133.70	___
___	C1508200	Black 8'L x 14"H				___
		Corrugated Riser.....	119.40	131.35	167.15	___
___	C1508201	White 8'L x 14"H				___
		Corrugated Riser.....	119.40	131.35	167.15	___

<b>ACCESSORIES</b>						
___	C220121	Chrome Stanchion w/belt ..	74.45	81.90	104.25	___
___	C220118	Chrome Sign Holder .....	87.20	95.90	122.10	___
___	N750135	Round Literature Rack .....	190.05	209.05	266.05	___
___	N750136	Flat Literature Rack .....	149.15	164.05	208.80	___
___	C220109	Chrome Coat Tree .....	47.45	52.20	66.45	___
___	C220134	Chrome Easel .....	49.50	54.45	69.30	___
___	C220110	Chrome Bag Rack .....	83.45	91.80	116.85	___
___	220107	Wastebasket .....	20.00	22.00	28.00	___
___	220106	Corrugated Wastebasket....	N/A	N/A	N/A	___
___	N75057	Small Refrigerator .....	358.70	394.55	502.20	___
___	N75052	Black Table Lamp .....	95.00	104.50	133.00	___
___	N74082	File Cabinet/2 Drawer .....	124.85	137.35	174.80	___
___	N74081	File Cabinet/4 Drawer .....	163.95	180.35	229.55	___
___	10201484	Bulletin Board .....	194.20	213.60	271.90	___

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark 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.) ..	11.25	12.40	15.75	___
___	12108	Special Drape 8'H (per ft.) ...	16.90	18.60	23.65	___

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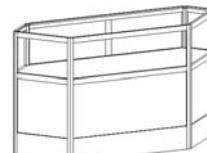
## SHOWCASES



**HALF VISION SHOWCASE**



**FULL VISION SHOWCASE**



**CORNER SHOWCASE**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SHOWCASES</b>						
_____	17551202	Full Vision Case 1M x 1/2M.....	\$417.60	\$459.35	\$584.65	\$ _____
_____	17551203	Full Vision Case 2M x 1/2M.....	\$623.75	\$686.15	\$873.25	\$ _____
_____	17551206	Half Vision Case 1M x 1/2M ...	\$417.60	\$459.35	\$584.65	\$ _____
_____	17551207	Half Vision Case 2M x 1/2M ...	\$623.75	\$686.15	\$873.25	\$ _____
_____	175563	Corner Case .....	\$623.75	\$686.15	\$873.25	\$ _____

**HALF VISION CASE** 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area.

**FULL VISION CASE** 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area.

**CORNER SHOW CASE** Includes an area for storage below the display surface and has 12 1/4" of viewing area.

All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.

Electrical service for lightbar must be arranged through the facility.

## TOTAL COST

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# carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

# prestige CARPET

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

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

## custom options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

***\*Color(s) available in both 28 oz. and 40 oz.***

# classic CARPET

## custom cut

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

## standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

## questions?

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

*Actual color(s) may vary slightly.*

**F R E E M A N**

# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615  
freemannahvillees@freemanco.com



ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

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

For Assistance, please call (615) 884-5785 to speak with one of our experts.

- 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 Classic and Prestige carpets contain recycled content and are recyclable.

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

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

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

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.75	\$	5.25	\$	6.65	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.20	\$	4.60	\$	5.90	_____

**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)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.05	\$	4.45	\$	5.65	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.65	\$	4.00	\$	5.10	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

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

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

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.40	\$	3.75	\$	4.75	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 161.85	\$ 178.05	\$ 226.60	_____
_____	9' x 20' Classic Carpet .....	\$ 323.70	\$ 356.05	\$ 453.20	_____
_____	9' x 30' Classic Carpet .....	\$ 485.55	\$ 534.10	\$ 679.75	_____
_____	9' x 40' Classic Carpet .....	\$ 647.40	\$ 712.15	\$ 906.35	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 94.50	\$ 103.95	\$ 132.30	_____
_____	9' x 20' Carpet Padding .....	\$ 189.00	\$ 207.90	\$ 264.60	_____
_____	9' x 30' Carpet Padding .....	\$ 283.50	\$ 311.85	\$ 396.90	_____
_____	9' x 40' Carpet Padding .....	\$ 378.00	\$ 415.80	\$ 529.20	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.05	\$ 1.15	\$ 1.45	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$ .90	\$ 1.00	\$ 1.25	_____
_____	Plastic Covering (price per sq. ft.) .....	\$ .45	\$ .50	\$ .65	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

**TOTAL COST**

Sub- Total	+	9.5% Tax	=	Total Cost
------------	---	----------	---	------------

carpet  
FREEMAN

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before MAY 28, 2015

# F R E E M A N

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INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

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

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

## CLEANING SERVICES

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

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

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

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

_____ 610100	Booth Vacuuming - One Time .....	.50	.70	_____
_____ 610200	Booth Vacuuming - 2 Days .....	.80	1.10	_____
_____ 610300	Booth Vacuuming - 3 Days .....	N/A	N/A	_____
_____ 610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

_____ 630100	Shampoo Carpet - One Time .....	.55	.75	_____
_____ 630200	Shampoo Carpet - 2 Days .....	.95	1.35	_____
_____ 630300	Shampoo Carpet - 3 Days .....	1.20	1.70	_____

### PORTER SERVICE (per day)

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

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

_____ 620500	Exhibit Area / Under 500 sq.ft. ....	84.60	118.45	_____
_____ 6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	111.80	156.50	_____
_____ 6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	133.30	186.60	_____
_____ 6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		9.5 %Tax		Total Cost

# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.  
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.  
For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

**F R E E M A N**





Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

#### Color Options - Classic Carpet



black



latte



red pepper



blue



midnight blue



tuxedo



gray



plum



green



red

#### Color Options - Fabric and Hardwall Panels



black fabric



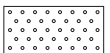
blue fabric



gray fabric



white hardwall



white perfbord

#### Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo





Package 5



Package 5 upgraded with graphics and cabinet



Package 6



Package 6 upgraded with graphics and cabinet

#### Upgraded Color Options - Prestige Carpet



black\*



cardinal



charcoal\*



cream



gray pearl\*



navy\*



toast



wedgewood



white\*

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

#### Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

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

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

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

**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'	2,615.65	3,661.90	<input type="checkbox"/> 10' x 20'	5,128.25	7,179.55
Package 2	<input type="checkbox"/> 10' x 10'	1,474.85	2,064.80	<input type="checkbox"/> 10' x 20'	2,846.70	3,985.40
Package 3	<input type="checkbox"/> 10' x 10'	2,130.35	2,982.50	<input type="checkbox"/> 10' x 20'	4,157.70	5,820.80
Package 4	<input type="checkbox"/> 10' x 10'	1,953.85	2,735.40	<input type="checkbox"/> 10' x 20'	3,804.70	5,326.60
Package 5	<input type="checkbox"/> 10' x 10'	1,638.75	2,294.25	<input type="checkbox"/> 10' x 20'	3,270.85	4,579.20
Package 6	<input type="checkbox"/> 10' x 10'	1,697.60	2,376.65	<input type="checkbox"/> 10' x 20'	3,388.70	4,744.20

## 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.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## 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 ☐ Dark 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	+	9.5 % Tax
	=	Total Cost

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## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	58.95	82.55	_____
___	172514	4' Tracklight (3 lights)	283.60	397.05	_____
___	17252	Halogen Light .....	91.65	128.30	_____

<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.....	370.50	518.70	_____
___	17306	1M x 1/2M x 42" High.....	370.50	518.70	_____
___	17308	2M x 1/2M x 36" High.....	552.80	773.90	_____
___	17309	2M x 1/2M x 42" High.....	552.80	773.90	_____
___	173010	1M Radius x 1/2M x 36" High.	473.05	662.25	_____
___	173011	1M Radius x 1/2M x 42" High..	473.05	662.25	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	7.05	9.85	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	321.45	450.05	_____
___	174542	Double Sided 1M x 4' High..	426.10	596.55	_____
___	174581	Single Sided 1M x 8' High...	321.45	450.05	_____
___	174582	Double Sided 1M x 8' High..	426.10	596.55	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	85.10	119.15	_____
___	17206	1M Angled (37" x 12") .....	85.10	119.15	_____

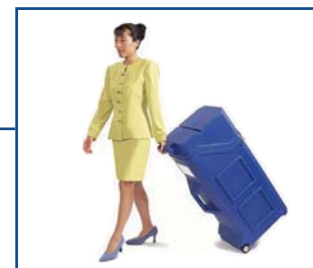
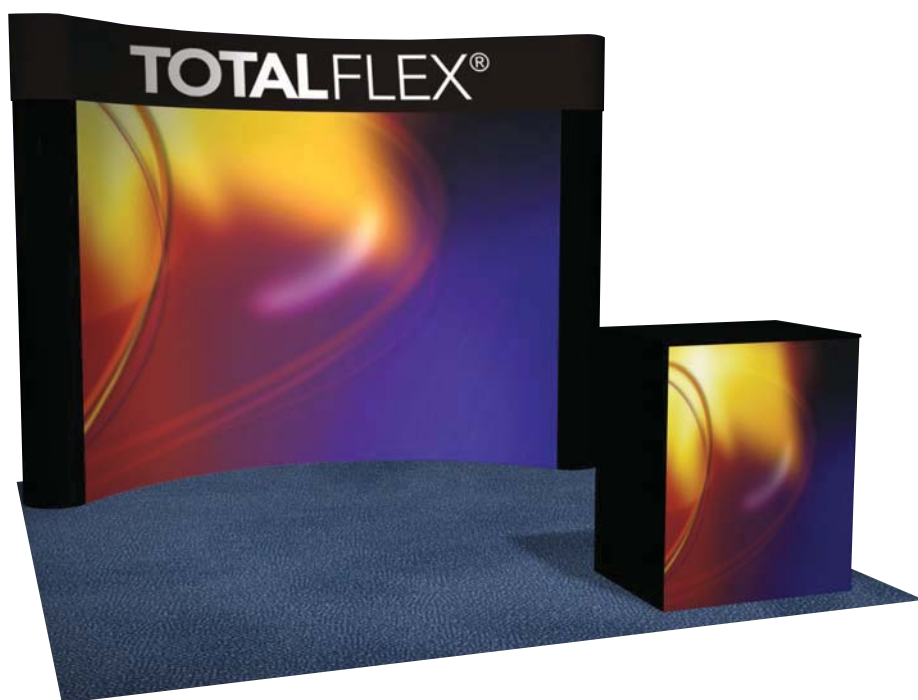
<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	27.35	38.30	_____

<b>TOTAL COST</b>					
Sub-Total	+	9.5% Tax	=	Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (615) 884-5785.

# TOTALFLEX<sup>®</sup>

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.\*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

## floor units

8'w x 8'h Floor Standing Unit

10'w x 8'h Floor Standing Unit

## table top units

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

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



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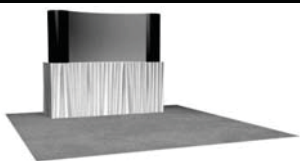
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	884.80	1,238.70	_____	_____
40"H x 8'W	1,029.20	1,440.90	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,048.75	1,468.25	_____	_____
40"H x 8'W	1,192.95	1,670.15	_____	_____

\*Shipping Not Included

### Rental Units Include:

Draped Table (select color below)  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

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

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

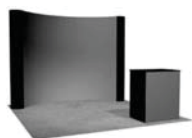
### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

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

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,442.15	2,019.00	_____	_____
8'H x 10'W	1,717.30	2,404.20	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,392.60	3,349.65	_____	_____
8'H x 10'W	2,785.85	3,900.20	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10'W unit only  
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

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

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

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

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	176.95	247.75	_____		_____	255.70	358.00	_____
1715801	1-200 Watt Halogen Light Kit	_____	91.70	128.40	_____		_____	183.60	257.05	_____
1715802	Straight Shelf	_____	85.20	119.30	_____		_____	127.20	178.10	_____
1715803	Angled Shelf	_____	85.20	119.30	_____		_____	127.20	178.10	_____

## 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 + 9.5% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 9.5% Tax = Total Cost





# digital graphics



## creating visual excitement

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

## state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

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

## questions?

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



# FREEMAN

1701 Lebanon Pike Circle  
Nashville, TN 37210  
(615) 884-5785 Fax: (469) 621-5615  
freemannahvillees@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

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

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

## 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.  
\$ 24.65 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 37.00 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

#### Backing Material:

- ☐ Foamcore ☐ Masonite  
☐ PVC ☐ Plexi  
☐ Gatorfoam ☐ Eco-Board  
☐ Ultra-Board ☐ 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" _____ @	62.65	94.00 =	_____
7" x 22" _____ @	64.65	97.00 =	_____
7" x 44" _____ @	69.65	104.50 =	_____
9" x 44" _____ @	78.80	118.20 =	_____
11" x 14" _____ @	80.15	120.25 =	_____
14" x 22" _____ @	90.80	136.20 =	_____
14" x 44" _____ @	115.35	173.05 =	_____
22" x 28" _____ @	119.55	179.35 =	_____
28" x 44" _____ @	182.90	274.35 =	_____
20" x 60" _____ @	197.05	295.60 =	_____

(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	+	9.5 % Tax	=	Total Cost
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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 (615) 884-5785 for assistance.

# UNION JURISDICTIONS NASHVILLE, TN

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

## **EXHIBIT INSTALLATION AND DISMANTLING:**

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

## **MATERIAL HANDLING:**

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

## **GRATUITIES:**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

## **SAFETY:**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

**F R E E M A N**



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## **installation and dismantling services available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## **if you use Freeman staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## **if you supervise yourself**

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## **questions?**

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

# F R E E M A N

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Nashville, TN 37210  
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FreemanNashvilleES@freemanco.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 88.50	\$124.00
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
8:00 A.M. to 5:00 P.M. Saturday and Sunday.....	\$133.00	\$186.00
<b>Double Time-</b> 12:00 A.M. Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M.		
Saturday and Sunday and recognized holidays.....	\$177.00	\$248.00

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

## INSTALLATION LABOR

- ☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

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

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

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
9.5% Tax						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

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

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

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

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

NAME OF SHOW: **ADHA's CLL at the 92nd Annual Session / JUNE 19 - 20, 2015**

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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

Electrical Under Carpet \_\_\_\_\_

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

☐ **Freeman Exhibit Transportation:**

- ☐ Standard Ground ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: \_\_\_\_\_
- ☐ Other Air Freight: \_\_\_\_\_
- ☐ Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- ☐ Prepaid ☐ Collect

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**FREEMAN installation & dismantle labor**



# FREEMAN

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(615) 884-5785 Fax: (469) 621-5615  
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COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time-** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime-** 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday  
8:00 A.M. to 5:00 P.M. Saturday and Sunday

**Double Time -** 12:00 A.M. Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M.  
Saturday and Sunday and recognized holidays

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$124.50	\$174.50
304051	Forklift w/operator - up to 5,000 lbs - OT .....	\$169.00	\$236.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$213.00	\$298.00

- For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

## 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 9.5%	
_____							<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>	



Music City Center Audiovisual  
201 Fifth Avenue, South, Nashville, TN 37203  
Phone: 615.401.1328; email: MCCA@nashvillemcc.com

DISPLAY EQUIPMENT	QTY	DAILY RATE	AUDIO EQUIPMENT	QTY	DAILY RATE
20" LCD Monitor		\$125.00	12 Input Mixer (4 Mic/4 Stereo)		\$100.00
24" LCD Monitor (16:9)		\$200.00	14 Input Mixer (6 Mic/4 Stereo)		\$110.00
32" LCD Monitor w/roll cart (16:9)		\$250.00	CD Player w/ Auto Repeat		\$65.00
42" LCD Monitor (16:9)*		\$350.00	Computer Audio Interface		\$20.00
47" LCD Monitor(16:9)*		\$400.00	Wired Mic (Handheld/Podium)		\$45.00
50" Monitor (16:9)*		\$475.00	Wired Mic (Lavalier)		\$45.00
60" Monitor (16:9)*		\$700.00	Wireless Mic (Handheld)		\$150.00
103" HD Plasma Monitor (16:9)		Please Call	Wireless Mic (Lavalier)		\$150.00
LED Display/Wall		Please Call	Wireless Mic (Headset)		\$200.00
*Price includes 6' floor stand and attached speakers			Small Sound System**		\$300.00
			Large Sound System**		\$500.00
Rigging Truss & Motor Rentals		Please Call	**Price includes floor stand & 4-input mixer		

VIDEO/MISCELLANEOUS AV	QTY	DAILY RATE	SCREENS	QTY	DAILY RATE
Flipchart Package		\$50.00	5' x 7' Pull-up Screen		\$35.00
DVD Player w/ Auto Repeat		\$50.00	8' x 8' Tripod Screen		\$50.00
LCD Support Package		\$25.00	7.5' x 10' Front Screen w/ Dress Kit (4:3)		\$200.00
LCD Projector (4000 lumens)		\$400.00	9' x 12' Front Screen w/ Dress Kit (4:3)		\$250.00
LCD Projector (5000 lumens)		\$550.00	5.75' x 10' Front Screen w/ Dress Kit (16:9)		\$300.00
Laptop/Desktop Computer Package		Please Call	7.5' x 13' Front Screen w/ Dress Kit (16:9)		\$365.00

DELIVERY INFORMATION					ORDER TOTAL INFORMATION	
Show Name:					1 - Equipment Total	\$
Booth/Room #:					2 - Total Number of Show Days	
Delivery Date:	Time:	8a-12p	12p-3p	3p-6p	3 - Subtotal (line 1 x 2)	\$
Pick-Up Date:	Time:				4 - Sales Tax 9.25% (line 3 x .0925)	\$
Onsite Contact:					5 - Delivery/Set-up Fee (25% of line 3. \$100min)	\$
Onsite Contact Cell #:					6 - Total Amount Due (line 3+4+5)	\$

NOTES:						

COMPANY / CUSTOMER INFORMATION						
Company Name:						
Employee Name:						
Phone:						
Billing Address:						
City, State, Zip:						
Email Address:						

PAYMENT INFORMATION						
My signature below confirms my understanding of the following:						
1. Music City Center AV, (provided by LMG, Inc.) accepts payment using major credit cards. There is a convenience fee associated with this service. The convenience fee is 3%. Convenience fee does not apply if payment is made in the form of electronic funds						
2. I am aware that this form will be kept on file.						
3. The signed charge slip may be used for payment of rental charge.						
4. I agree to supply a copy of my credit card (front & back), and of my valid driver's license.						
(Orders cannot be processed without copy of credit card and driver's license)						
Check Enclosed*: _____ (Please make payable to LMG, Inc.) *Payment is due in advance of equipment delivery						
Credit Card #:		Exp. Date:		Security Code:		
Cardholder:		Driver's License #:				
CARDHOLDER SIGNATURE:				DATE:		



**Music City Center**  
**Booth Catering Order Form**  
**Email: Renae.Droege@NashvilleMCC.com**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Breakfast &amp; Break Items</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Muffins & Assorted Danish (dozen)			36.00					am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			37.00					am / pm	am / pm
Ham & Cheese Croissants or Sausage Biscuits (dozen)			45.00					am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen)			32.00					am / pm	am / pm
Tortilla Chips & Salsa (serves 25 ppl)			85.00					am / pm	am / pm
Potato Chips & French Onion Dip (serves 25 ppl)			85.00					am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) (attendant required)			36.00					am / pm	am / pm

<b>Box Lunch Selections</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
<b>OPTION 1:</b> Roast Beef & Cheddar Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
<b>OPTION 2:</b> Lean Ham & Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
<b>OPTION 3:</b> Smoked Turkey with Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
<b>OPTION 4:</b> Vegetarian Wrap with Dressing, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm

<b>Refreshments and Beverages</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Regular or Decaf Coffee (gallon)			55.00					am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			55.00					am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.00					am / pm	am / pm
Dasani Bottled Water (each)			3.75					am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00					am / pm	am / pm
Host House Cocktails **(per drink)			6.00					am / pm	am / pm
Host House Wine ** (per drink)			7.00					am / pm	am / pm
Host Imported Beer * (each)			6.00					am / pm	am / pm
Host Domestic Beer* (each)			5.00					am / pm	am / pm
Bartender (4 hour minimum rate)			150.00					am / pm	am / pm

\*Bartender is Required @ \$150 minimum rate (4 hours). additional hrs are \$40 per hr per bartender, \*\*Cocktails & Wine are subject to an additional 15% beverage tax.  
 Show management must approve all beverage on show floors

<b>Deli Platters and Party Trays</b>	<b>Quantity</b>	<b>Serves 10-15</b>	<b>Serves 20-25</b>	<b>Serves 35-40</b>	<b>Amount</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Garden Fresh Vegetable Tray		90.00	150.00	240.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		130.00	215.00	340.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	250.00	400.00			am / pm	am / pm

<b>Other Options</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Ice Cubes (10 lb bag)			5.00					am / pm	am / pm
Water Cooler with 5 gallon water bottle			75.00					am / pm	am / pm
Additional 5 Gallon bottle of Water			30.00					am / pm	am / pm

**ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST**

<b>All orders must be received 72 hours in advance of delivery. Please add 21% Catering Service Fee and 9.25% Sales Tax. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE. TERMS AND CONDITIONS on page 2</b>	<b>Sub-Total:</b>	
	<b>Service Fee (21%)</b>	
	<b>Sales Tax (9.25%)</b>	
	<b>Zone Fee (.25%)</b>	
<b>Total:</b>		

**Payment Authorization & Fees:** Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. **TERMS AND CONDITIONS on page 2.**

Please make Company Checks, Cashier Checks or US Bank Money Orders payable to:  
**Centerplate**

Credit Card: ☐ American Express ☐ Mastercard ☐ Visa

Billing Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_\_ - \_\_\_\_\_ CVC# \_\_\_\_\_

(Print) Card Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



201 Fifth Avenue South ~ Nashville, Tennessee 37203

## Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

**The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility.** Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City

**PAYMENTS:** **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a 15% additional charge.

**CANCELLATION:** Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

**The Music City Center does not provide serving tables or electrical for Booth Delivery Service.** Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

15% Additional Charge will be added to all orders received within 72 hours of delivery order date.

21% Catering Service Fee will be added to all orders.

9.25% Sales Tax will be added to all orders.

.25% Zone Fee will be added to all orders.

Prices are subject to change without notice.

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

Client Initials: \_\_\_\_\_



## FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

The Music City Center has established the following provisions to allow for the distribution of sampled food and beverage items:

### GENERAL CONDITIONS:

- 1) The Catering Department of the Music City Center reserves the right to provide all cash and contracted service designated for on-site consumption.
- 2) Combination and/or preparation of company's/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception is deemed "catering."
- 3) Sample distribution must be limited to the exhibitor's booth area only.
- 4) Tennessee State Law prohibits the sampling of alcoholic beverage products by any person or business other than the licensee of the building.
- 5) The Music City Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- 6) The Music City Center must receive all sample request 30 days in advance of the show move in days for authorization.
- 7) Exhibitors at public conventions may sample foods under the following guidelines:
  - A) A maximum number of sampling booths may be set at the discretion of the Music City Center
  - B) The Music City Center maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the number of booths available for sampling within space held at the Music City Center.

### DEFINITIONS

<u>Sampling:</u>	The dispersing of a maximum two (2) ounce/volume food and/or two (2) fluid ounce beverage by the manufacturer, marketer or distributor of the item.
<u>Catering:</u>	The service of food and beverage for the nourishment and/or entertainment of any guest within the Music City Center.
<u>Booth Catering:</u>	The service of food and beverage used to entice delegates and guests to the booth. Products, which are not related to the event, remain the right of the Music City Center and must be provided by the Catering Department.
<u>Exhibitor Services:</u>	Services provided by the Catering Department to facilitate the sampling of products.

Any questions regarding the above provisions should be addressed to the Catering Sales Manager at (615) 401-1360. Please email this form back to your catering sales manager.

Please list your request, if you are unsure whether the above information is applicable to you or your organization.

**Name of Event:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Products you wish to dispense (including portion size)** \_\_\_\_\_

**Proposed method of dispensing and purpose for offering samples:**

---

**Approved:** \_\_\_\_\_  
General Manager, Food & Beverage

\_\_\_\_\_  
Date



# Music City Center

## Booth Security Guard

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)

or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Order Request information:

Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		\$19.00	\$29.00	\$
Supervisor (Quantity = total hours)		\$22.00	\$33.00	\$
Metro Police Officers (Quantity = total hours)		\$49.00	\$68.00	\$

**Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.**

**Additional Terms:** 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

**Total Due: \$**

### Post Instructions:

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

**For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.**

**Payment, Authorization & Fees:** Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____	<b>Make check payable to:</b> <b>Music City Center</b> MCC Use Only
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____	Installed by _____ Date _____
Credit Card Number: _____ - _____ - _____ - _____ Exp Date: _____ / _____	Confirmation of orders provided upon request.
Card Name: _____ Signature: _____ Date: _____	

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**





# Music City Center

## Communications and Technology

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439  
Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____		Event Date: _____		Booth/Room: _____			
Company Name: _____		Ordered By: _____					
Address: _____		City, State, Zip: _____					
E-mail: _____		Phone: _____		Fax: _____			
<b>Telephone Services:</b> Includes 1 cable drop with an RJ11 jack for the duration of the show.	<b>QTY</b>	<b>Advance Rate (if received 14 days prior)</b>	<b>Floor Order</b>	<b>Amount</b>			
<b>Standard Phone Line</b> - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$230	\$300	\$			
<b>Voice Mail</b> (requires a digital multi line phone set)		\$75	\$80	\$			
<b>Optional Telephone Services</b> - Digital Multi-line Phone Set		\$55	\$75	\$			
<b>Optional Telephone Services</b> - Polycom Conference Speakerphone		\$105	\$150	\$			
<b>Do you want to call Long Distance?</b> (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges. See Terms & Conditions		Yes	No				
<b>ISDN Line, 128K BRI</b> (Does not include connection equipment)		\$600	\$695	\$			
<b>Miscellaneous Equipment Rental:</b> Does NOT include power.	<b>QTY</b>	<b>Advance Rate (if received 14 days prior)</b>	<b>Floor Order</b>	<b>Amount</b>			
<b>Desktop Computer</b> with 17" Flat Panel Monitor for duration of show		\$305	\$400	\$			
<b>Laptop Computer</b>		\$350	\$425	\$			
<b>21" Flat Panel Monitor</b>		\$225	\$250	\$			
<b>Fax Machine</b>		\$100	\$110	\$			
<b>Printer</b>		\$125	\$150	\$			
<b>Internal Networking</b> - Room to room, per connection charge.		\$250	\$350	\$			
<b>Miscellaneous Equipment (as quoted)</b>		\$	\$	\$			
<b>Long Distance:</b>	<b>Minutes</b>		<b>Usage Rate</b>	<b>Amount</b>			
<b>Total Long Distance Charges (per minute Domestic / per minute Int'l)</b>			\$0.50 / \$3.00	\$			
		<b>Telephone &amp; Equipment Sub-Total:</b>		\$			
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment &amp; Services ONLY</b>				<b>9.50%</b>			
		<b>Telephone &amp; Equipment Total:</b>		\$			
<b>Wireless Internet:</b> The Music City Center offers free WiFi in its Public Space. For full building access, WiFi connections can be pre-purchased for use on event dates or on site through your device upon entering the building.	<b>QTY</b>	<b>1 Day</b>	<b>QTY</b>	<b>3 Days</b>	<b>QTY</b>	<b>5 Days</b>	<b>Amount</b>
<b>WiFi service (up to 1.5 Mbps)</b> with 1 Computer Connection		\$80.00		\$160.00		\$239.99	\$
<b>Wired Internet Access Services:</b> Does NOT include power. Includes 1 cable drop with 10/100 Base T Ethernet RJ45 jack, 1 DHCP computer connection and technical support for the duration of the show.	<b>QTY</b>	<b>Advance Rate (if received 14 days prior)</b>	<b>Floor Order</b>	<b>Amount</b>			
<b>Wired Ethernet Service (256 Kbps)</b> with 1 Computer Connection		\$405	\$495	\$			
<b>Wired Ethernet Service (512 Kbps)</b> with 1 Computer Connection		\$795	\$895	\$			
<b>Wired Ethernet Service (768 Kbps)</b> with 1 Computer Connection		\$850	\$950	\$			
<b>Wired Ethernet Service (1.5 Mbps)</b> with 1 Computer Connection		\$900	\$1,095	\$			
<b>Wired Ethernet Service (2 Mbps)</b> with 1 Computer Connection		\$1,800	\$2,190	\$			
<b>Each Additional Ethernet Computer Connection</b>		\$130	\$195	\$			
<b>For Custom Bandwidth packages, please email or call</b>		Quote	Quote	\$			
<b>Co-Location(s) Per Device</b>		\$500	\$500	\$			
<b>Fiber Optic Cable Dry Pair</b>		\$800	\$800	\$			
<b>VLAN Setup and Configuration</b>		\$2,500	\$2,500	\$			
<b>Tech Support:</b>	<b>QTY</b>	<b>Advance Rate (if received 14 days prior)</b>	<b>Floor Order</b>	<b>Amount</b>			
<b>Tech Support/Labor (per hour)</b>		\$70	\$75	\$			
		<b>Internet Services &amp; Labor Total:</b>		\$			
<b>Comments:</b>				<b>Total Due:</b>		\$	
<b>Payment, Authorization &amp; Fees:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.				<b>MCC USE ONLY</b>			
				Installed by _____ Date _____ Confirmation of orders provided upon request			
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____				<b>Make check payable to:</b> <b>Music City Center</b>			
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____ Name on Card: _____ Signature: _____ Date: _____				<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor. <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)			
<b>Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203</b>							

**Music City Center  
Terms and Conditions  
COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM**

**\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .**

- 1** PROCESSING THE SERVICE ORDER FORM requires: A. Payment in US dollars for ALL services ordered. B. All information on the Service Order Form to be completed. Missing information will delay processing. C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2** EQUIPMENT PROCEDURES: A. Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. B. Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3** UNLESS OTHERWISE DIRECTED, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4** PAYMENTS AND REFUNDS: A. Payment in full is required before service can be connected. B. The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C. Refunds in full will be granted (except on special order items\*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F: Internet speeds are not guaranteed. G: Power must be ordered separately. Price does NOT include power.
- 5** ADVANCE ORDERS: To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6** TELEPHONE, DIAL-UP INTERNET AND ISDN: A. Service will be delivered over a standard RJ11 jack. B. All lines will be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Long distance charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. MCC will provide customer with a call accounting log upon request. F. Power must be ordered separately. Price does NOT include power.
- 7** MCC INTERNET/DATA SERVICES: A. Service will be delivered over a standard RJ45 jack or 802.11b/g wireless access points. B. Wired service is 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. C. Customers will be issued one user name and password or IP address for each connection purchased. D. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. G. Internet speeds are not guaranteed. H. Power must be ordered separately. Price does NOT include power.
- 8** MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9** CUSTOMER INTERNET/DATA RESPONSIBILITIES: A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required
- 10** INTERNET USER/CUSTOMER RESPONSIBILITY: A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11** COMPUTER EQUIPMENT RENTAL includes setup of computer and monitor, but does not include power or internet connections.
- 12** OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Music City Center.

- 13** MCC'S OBLIGATIONS UNDER this Agreement are subject to limitations, and MCC and/or it's subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, it's representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 14** COMMUNICATION SERVICES ARE TO BE ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15** ONLY MCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16** ALL CUSTOMER EQUIPMENT must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17** PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.
- 18** PAYMENT AUTHORIZATION & FEES: Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
- 19** CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.
- 20** The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.

**2014-2015**



# Music City Center

## Electrical

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)

or complete this form and submit via fax or email.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$80	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$90	\$120	\$
1001 - 1500 Watts (15 amps, single outlet)		\$100	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$110	\$160	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Special Placement Labor (1 hr)</b>		See Labor Rate Schedule Below		\$
<b>120V Standard Total</b>				\$

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
<b>Sub-Total Miscellaneous</b>			<b>Sub-Total:</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Miscellaneous Total</b>				\$

**Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)**

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$150	\$230	\$
20 amps: <input type="checkbox"/> neutral required?		\$170	\$280	\$
30 amps: <input type="checkbox"/> neutral required?		\$260	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$400	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor Hours (2 x Connection total)</b>		See Labor Rate Schedule Below	\$	\$
<b>208V Single Phase Total</b>				\$

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$190	\$275	\$
20 amps: <input type="checkbox"/> neutral required?		\$205	\$305	\$
30 amps: <input type="checkbox"/> neutral required?		\$290	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$350	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$390	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor (2 x Connection Subtotal)</b>		See Labor Rate Schedule Below	\$	\$
<b>208V Three Phase Total</b>				\$

<b>480V</b> Please call Service Representative for Quote. 615-401-1440 <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor Hours (2 x Connection total)</b>		See Labor Rate Schedule Below	\$	\$
<b>480V Total</b>				\$

Section Totals	Amount
<b>Labor included</b>	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
<b>TOTAL DUE:</b>	\$

HOURLY LABOR RATE SCHEDULE:	Advance Rate (if Rcvd 14 days prior)	Floor Order
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.		
Monday - Friday; 8:00 a.m. - 5:00 p.m.	\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)	\$90	\$120
Holidays	\$120	\$150

<b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS on page 2.</b>		<b>MCC Use Only</b>
		Installed by _____ Date _____
		Confirmation of orders provided upon request
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____	<b>Make check payable to:</b> <b>Music City Center</b>	<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		
Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: _____ - _____		
Card Name: _____ Signature: _____ Date: _____		

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**

# Music City Center

## Terms and Conditions of Electrical Services

### Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle  
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



# Music City Center

**Natural Gas, Compressed Air, Water, & Drain**  
**Service Order Form**  
**Phone: 615-401-1440/ Fax: 615-401-1439**  
**Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)**  
**or complete this form and submit via fax or mail.**

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$130	\$175	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$100	\$125	\$
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	\$

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Drain not included) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$125	\$150	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$60	\$90	\$
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	\$

Water line size: \_\_\_\_\_. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Drain: (Price based on 1" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$95	\$115	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$45	\$65	\$
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	\$

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$175	\$225	\$
Each additional 1000 gallons (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$55	\$100	\$

Natural Gas: 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$250	\$275	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$175	\$200	\$

	<b>Connections Sub-Total: \$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>	<b>9.50% \$</b>
	<b>Connections Total: \$</b>

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate (if received 14 days prior)	Floor Rate	Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$60	\$75	\$
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120	\$
Holidays		\$120	\$150	\$
		<b>Labor Total: \$</b>		

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.**

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS</b> on page 2.</p>	<p><b>Total Due: \$</b></p>
MCC USE ONLY	
<p><input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____</p> <p><input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____</p> <p>Card Name: _____ Signature: _____ Date: _____</p>	<p style="text-align: center;"><b>Make check payable to:</b> <b>Music City Center</b></p> <p style="text-align: center;">Installed by _____ Date _____ Confirmation of orders provided upon request</p> <p style="text-align: center;"><b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor.  <input type="checkbox"/> Island Booth (Middle of Booth)  <input type="checkbox"/> Standard Booth (Back of Booth)</p>

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**



## Music City Center Terms and Conditions of Utility Services

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
8. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to MCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
20. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



**Music City Center**  
**Rigging**  
Service Order Form  
Phone: 615-401-1440/ Fax: 615-401-1439

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Rigging Service Information**

*Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.*

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? (*power requires a separate electrical services order form)					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

☐ Check here if you are requesting an exclusive crew.

☐ Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Requested Removal Date/Time: \_\_\_\_\_ / \_\_\_\_\_

**Insert Drawing, Picture, or Rendering**  
(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote																																							
<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	<p><b>Advanced Rate</b> (if paid 14 days prior to event)</p> <p><b>Floor Order</b></p> <table><tr><td>8 AM-5 PM Rigging Labor*</td><td>\$69/hour</td><td>\$90/hour</td></tr><tr><td>5 PM-12 AM Rigging Labor*</td><td>\$104/hour</td><td>\$130/hour</td></tr><tr><td>12 AM-8 AM Rigging Labor*</td><td>\$138/hour</td><td>\$180/hour</td></tr><tr><td>Daily Lift Rental</td><td colspan="2">\$300/day</td></tr><tr><td>Weekly Lift Rental</td><td colspan="2">\$900/week</td></tr></table> <p>*All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work</p>	8 AM-5 PM Rigging Labor*	\$69/hour	\$90/hour	5 PM-12 AM Rigging Labor*	\$104/hour	\$130/hour	12 AM-8 AM Rigging Labor*	\$138/hour	\$180/hour	Daily Lift Rental	\$300/day		Weekly Lift Rental	\$900/week		<p><b>FOR OFFICE USE ONLY</b></p> <p><b>Advanced Rate</b> (if paid 14 days prior to event)</p> <p><b>Floor Order</b></p> <table><tr><td>Lift Rental:</td><td></td><td></td></tr><tr><td>Equipment Rental:</td><td></td><td></td></tr><tr><td>Sub-total:</td><td></td><td></td></tr><tr><td>Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</td><td></td><td></td></tr><tr><td>Hourly Labor:</td><td></td><td></td></tr><tr><td>Miscellaneous:</td><td></td><td></td></tr><tr><td>Maximum Quote Total:</td><td></td><td></td></tr><tr><td>Final Billing Amount:</td><td></td><td></td></tr></table>	Lift Rental:			Equipment Rental:			Sub-total:			Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)			Hourly Labor:			Miscellaneous:			Maximum Quote Total:			Final Billing Amount:		
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Maximum Quote Total:																																									
Final Billing Amount:																																									
Quote Provided By _____ Date _____																																									
Client Signature _____ Date _____																																									
<b>Payment, Authorization &amp; Fees:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.																																									

☐ Company check or US Bank money order in the amount of \$ \_\_\_\_\_

☐ Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2014-2015 Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203

**Make check payable to:**  
**Music City Center**  
MCC USE ONLY

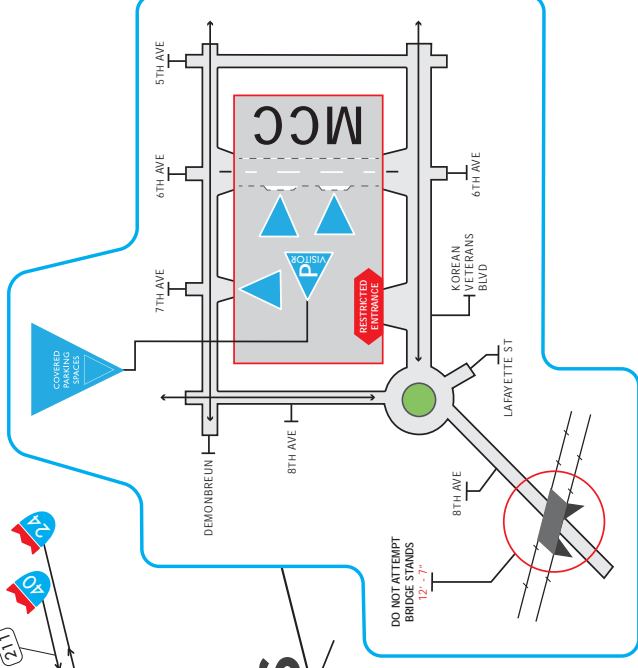
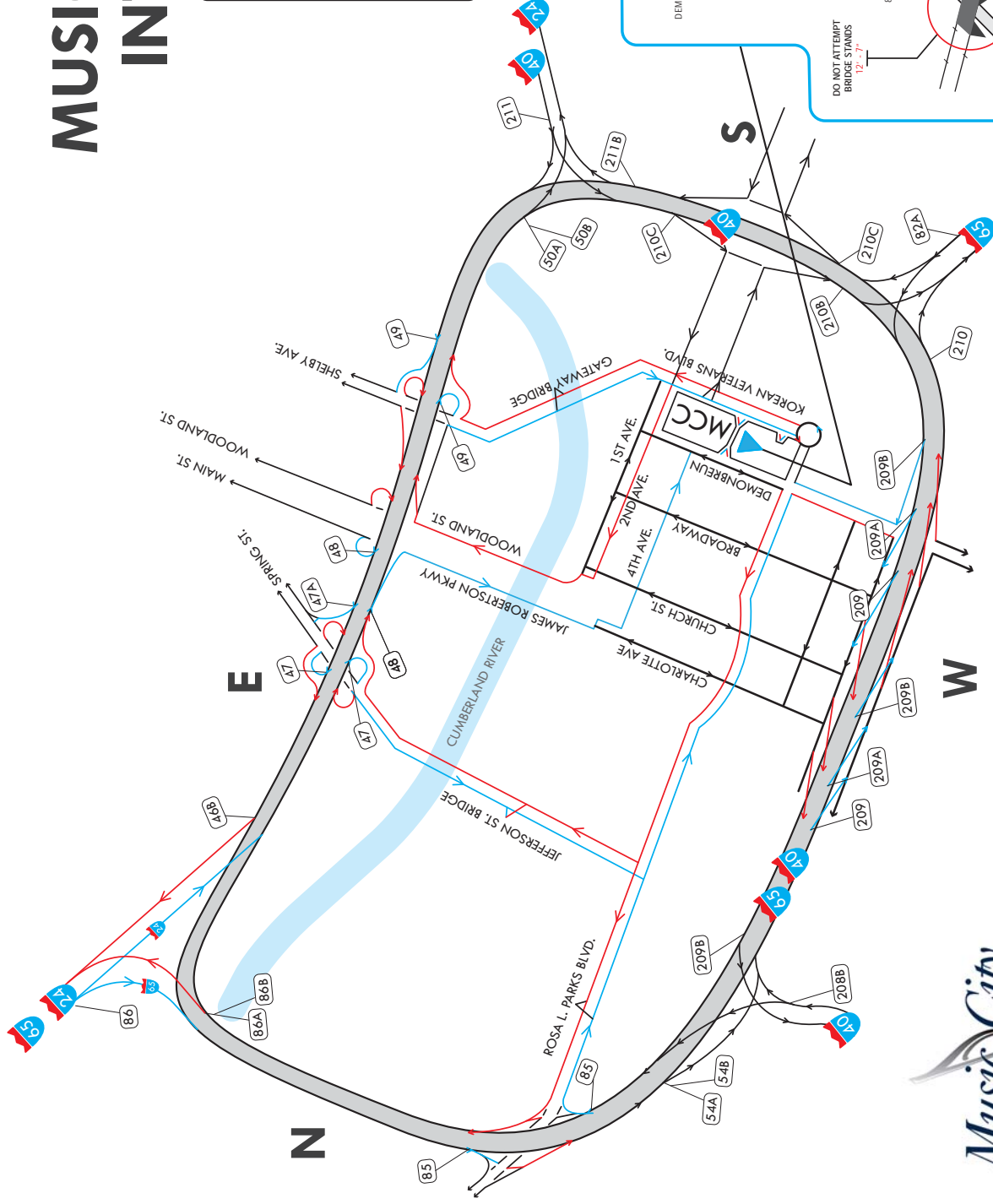
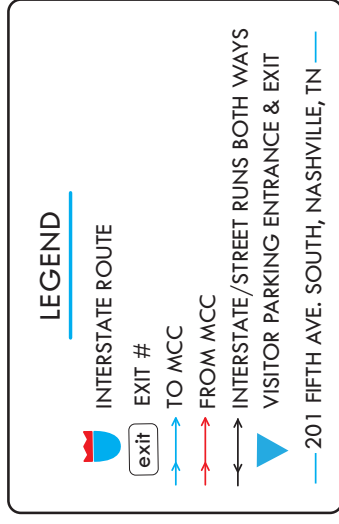
Installed by \_\_\_\_\_ Date \_\_\_\_\_  
Confirmation of orders provided upon request

**Music City Center**  
**Terms and Conditions of Rigging Services**

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All items (including clings and wraps) to be suspended or attached to the facility must be hung, flown, or rigged by the MCC Rigging Dept.
2. All requests are subject to physical and structural limitations and must be approved by the MCC Rigging
3. All rigging equipment and materials must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by the MCC Rigging Department. Additional Fees may apply.
4. Advance notice is required. On-site orders may cause delays and additional costs to the client.
5. Rigging crew size, and the number of crews will be determined by the MCC Rigging Department based on complexity, scope of work, and available time for installation.
6. **Banner/Cling Requirements:** Special lifts may be required for heights over 40' and may result in additional charges (Lifts for special applications will be quoted individually).
7. **Banner/Cling Requirements:** Rigging crew rates apply to all signage and banners. Sign must be assembled and ready for hanging when crew arrives.
8. **Banner/Cling Requirements:** Non standard signage and banners will be quoted individually.
9. **Payment:** All rigging services must be pre-paid 14 days in advance to qualify for advanced rate.
10. **Payment:** All cancellation requests received less than 72 hours before the scheduled work, will not be eligible for refund.
11. Prices are subject to change without notice. Rates for any time during a Holiday are charged the equivalent to 12 AM-8 AM rigging labor rate
12. We request that you send your information to us 21 days prior to your move-in date to allow for a quote to be generated. If we receive your request less than 14 days prior to your event, we will quote Floor Order rates.
13. Although we make our best effort to accurately identify the labor and equipment necessary to fulfill orders during our quote process, additional charges may apply if circumstances require additional time or equipment to complete a job. Additional charges, if any, will be identified when customer is on-site and payment will be required prior to services rendered. (If customer qualified for the Advanced Rate on quoted balance, additional labor will be charge at same rate.)
14. If your Rigging order requires power, you must complete a separate Electrical Services Order Form. The Rigging quote provided to you will not include the cost of power.
15. Any changes to submitted rigging needs may result in use of overtime.
16. Orders may be calculated with a minimum labor charge of 1 hour in and 1 hour out.
17. **Exhibitor Estimate Process:** All exhibitor orders qualifying for Advance Rates will be estimated upon receipt, assuming each order represents the total rigging order for the event. (Maximum Quote). After the Advance period closes, all confirmed orders will be reevaluated for potential cost savings considering the entire scope of work for the specific event. Revised estimates will be issued and payments collected at that time.
18. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central

# MUSIC CITY CENTER INTERSTATE MAP





Richards Convention Florist, LLC  
d/b/a **TEASLEY'S CONVENTION FLORIST**  
TAXPAYER ID # 20-8142614  
7159 OLD HICKORY BLVD.  
WHITES CREEK, TN 37189-9160  
PHONE: (615) 876-3695 – FAX: (615) 876-9378  
INFORMATION: leigh@conventionflorist.com  
WEB: www.conventionflorist.com  
Like us on Facebook

QUANTITY	ITEM	PRICE	TOTAL
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 60.00 to \$85.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)	\$ 85.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	\$ 25.00	_____
_____	BROMELIADS (As Available)	\$ 35.00	_____
_____	LARGE POTTED FERNS	\$ 35.00	_____
_____	18" TROPICAL PLANTS	\$ 32.50	_____
_____	2' TROPICAL PLANTS	\$ 37.50	_____
_____	3' TROPICAL PLANTS	\$ 47.50	_____
_____	4' TROPICAL PLANTS	\$ 57.50	_____
_____	5' TROPICAL PLANTS	\$ 67.50	_____
_____	6' TROPICAL PLANTS	\$ 77.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 97.50	_____
_____	SPECIALTY CONTAINERS & PLANTERS (Contact us for a quote)		_____
	DELIVERY CHARGE	\$ 10.00	_____
	SUB TOTAL		_____
	9.25 % SALES TAX		_____
	TOTAL		_____

Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from leigh@conventionflorist.com.

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: \_\_\_\_\_ SHOW SITE: \_\_\_\_\_  
SHOW NAME: \_\_\_\_\_ SHOW DATE: \_\_\_\_\_  
EXHIBITOR NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP CODE: \_\_\_\_\_  
CONTACT PERSON/PHONE: \_\_\_\_\_  
FAX/E-MAIL: \_\_\_\_\_

●RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

●PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds. DIRECT BILL IS NOT A PAYMENT OPTION.
2. FULL PAYMENT MUST ACCOMPANY ORDER. Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize sales tax exemptions issued by other states. A federal 501 (C)<sub>3</sub> letter is acceptable sales tax documentation.

●METHOD OF PAYMENT

AMERICAN EXPRESS® \_\_\_\_\_ MASTERCARD® \_\_\_\_\_ VISA® \_\_\_\_\_ DISCOVER® \_\_\_\_\_ CHECK ENCLOSED \_\_\_\_\_ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ 3 or 4 DIGIT SECURITY CODE: \_\_\_\_\_

NAME AS SHOWN ON CARD: (Please Print) \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

(If different from above)

BILLING ADDRESS LINE 2: \_\_\_\_\_

CARDHOLDERS SIGNATURE: (Required) \_\_\_\_\_



Music City Center Audiovisual  
201 Fifth Avenue, South, Nashville, TN 37203  
Phone: 615.401.1328; email: MCCA@nashvillemcc.com

DISPLAY EQUIPMENT	QTY	DAILY RATE	AUDIO EQUIPMENT	QTY	DAILY RATE
20" LCD Monitor		\$125.00	12 Input Mixer (4 Mic/4 Stereo)		\$100.00
24" LCD Monitor (16:9)		\$200.00	14 Input Mixer (6 Mic/4 Stereo)		\$110.00
32" LCD Monitor w/roll cart (16:9)		\$250.00	CD Player w/ Auto Repeat		\$65.00
42" LCD Monitor (16:9)*		\$350.00	Computer Audio Interface		\$20.00
47" LCD Monitor(16:9)*		\$400.00	Wired Mic (Handheld/Podium)		\$45.00
50" Monitor (16:9)*		\$475.00	Wired Mic (Lavalier)		\$45.00
60" Monitor (16:9)*		\$700.00	Wireless Mic (Handheld)		\$150.00
103" HD Plasma Monitor (16:9)		Please Call	Wireless Mic (Lavalier)		\$150.00
LED Display/Wall		Please Call	Wireless Mic (Headset)		\$200.00
*Price includes 6' floor stand and attached speakers			Small Sound System**		\$300.00
			Large Sound System**		\$500.00
Rigging Truss & Motor Rentals		Please Call	**Price includes floor stand & 4-input mixer		

VIDEO/MISCELLANEOUS AV	QTY	DAILY RATE	SCREENS	QTY	DAILY RATE
Flipchart Package		\$50.00	5' x 7' Pull-up Screen		\$35.00
DVD Player w/ Auto Repeat		\$50.00	8' x 8' Tripod Screen		\$50.00
LCD Support Package		\$25.00	7.5' x 10' Front Screen w/ Dress Kit (4:3)		\$200.00
LCD Projector (4000 lumens)		\$400.00	9' x 12' Front Screen w/ Dress Kit (4:3)		\$250.00
LCD Projector (5000 lumens)		\$550.00	5.75' x 10' Front Screen w/ Dress Kit (16:9)		\$300.00
Laptop/Desktop Computer Package		Please Call	7.5' x 13' Front Screen w/ Dress Kit (16:9)		\$365.00

DELIVERY INFORMATION					ORDER TOTAL INFORMATION	
Show Name:					1 - Equipment Total	\$
Booth/Room #:					2 - Total Number of Show Days	
Delivery Date:	Time:	8a-12p	12p-3p	3p-6p	3 - Subtotal (line 1 x 2)	\$
Pick-Up Date:	Time:				4 - Sales Tax 9.25% (line 3 x .0925)	\$
Onsite Contact:					5 - Delivery/Set-up Fee (25% of line 3. \$100min)	\$
Onsite Contact Cell #:					6 - Total Amount Due (line 3+4+5)	\$

NOTES:						

COMPANY / CUSTOMER INFORMATION						
Company Name:						
Employee Name:						
Phone:						
Billing Address:						
City, State, Zip:						
Email Address:						

PAYMENT INFORMATION						
My signature below confirms my understanding of the following:						
1. Music City Center AV, (provided by LMG, Inc.) accepts payment using major credit cards. There is a convenience fee associated with this service. The convenience fee is 3%. Convenience fee does not apply if payment is made in the form of electronic funds						
2. I am aware that this form will be kept on file.						
3. The signed charge slip may be used for payment of rental charge.						
4. I agree to supply a copy of my credit card (front & back), and of my valid driver's license.						
(Orders cannot be processed without copy of credit card and driver's license)						
Check Enclosed*: _____ (Please make payable to LMG, Inc.) *Payment is due in advance of equipment delivery						
Credit Card #:		Exp. Date:		Security Code:		
Cardholder:		Driver's License #:				
CARDHOLDER SIGNATURE:				DATE:		





**Music City Center**  
**Booth Catering Order Form**  
**Email: Renae.Droege@NashvilleMCC.com**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Breakfast &amp; Break Items</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Muffins & Assorted Danish (dozen)			36.00					am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			37.00					am / pm	am / pm
Ham & Cheese Croissants or Sausage Biscuits (dozen)			45.00					am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen)			32.00					am / pm	am / pm
Tortilla Chips & Salsa (serves 25 ppl)			85.00					am / pm	am / pm
Potato Chips & French Onion Dip (serves 25 ppl)			85.00					am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) (attendant required)			36.00					am / pm	am / pm

<b>Box Lunch Selections</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
<b>OPTION 1:</b> Roast Beef & Cheddar Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
<b>OPTION 2:</b> Lean Ham & Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
<b>OPTION 3:</b> Smoked Turkey with Swiss Cheese, Lettuce, Tomato on a Hoagie Roll, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm
<b>OPTION 4:</b> Vegetarian Wrap with Dressing, Chips, Dessert, Soda or Water			21.00					am / pm	am / pm

<b>Refreshments and Beverages</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Regular or Decaf Coffee (gallon)			55.00					am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			55.00					am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.00					am / pm	am / pm
Dasani Bottled Water (each)			3.75					am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00					am / pm	am / pm
Host House Cocktails **(per drink)			6.00					am / pm	am / pm
Host House Wine ** (per drink)			7.00					am / pm	am / pm
Host Imported Beer * (each)			6.00					am / pm	am / pm
Host Domestic Beer* (each)			5.00					am / pm	am / pm
Bartender (4 hour minimum rate)			150.00					am / pm	am / pm

\*Bartender is Required @ \$150 minimum rate (4 hours). additional hrs are \$40 per hr per bartender, \*\*Cocktails & Wine are subject to an additional 15% beverage tax.  
Show management must approve all beverage on show floors

<b>Deli Platters and Party Trays</b>	<b>Quantity</b>	<b>Serves 10-15</b>	<b>Serves 20-25</b>	<b>Serves 35-40</b>	<b>Amount</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Garden Fresh Vegetable Tray		90.00	150.00	240.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		130.00	215.00	340.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	250.00	400.00			am / pm	am / pm

<b>Other Options</b>	<b>Qty</b>	<b>x</b>	<b>Cost</b>	<b>x</b>	<b>#Days</b>	<b>= Total</b>	<b>Delivery Date(s)</b>	<b>Delivery Time</b>	<b>Removal Time</b>
Ice Cubes (10 lb bag)			5.00					am / pm	am / pm
Water Cooler with 5 gallon water bottle			75.00					am / pm	am / pm
Additional 5 Gallon bottle of Water			30.00					am / pm	am / pm

**ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST**

<b>All orders must be received 72 hours in advance of delivery. Please add 21% Catering Service Fee and 9.25% Sales Tax. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE. TERMS AND CONDITIONS on page 2</b>	<b>Sub-Total:</b>	
	<b>Service Fee (21%)</b>	
	<b>Sales Tax (9.25%)</b>	
	<b>Zone Fee (.25%)</b>	
<b>Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate</b>		<b>Total:</b>

Credit Card: ☐ American Express ☐ Mastercard ☐ Visa

Billing Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_\_ - \_\_\_\_\_ CVC# \_\_\_\_\_

(Print) Card Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



201 Fifth Avenue South ~ Nashville, Tennessee 37203

## Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

**The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility.** Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City

**PAYMENTS:** **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a 15% additional charge.

**CANCELLATION:** Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

**The Music City Center does not provide serving tables or electrical for Booth Delivery Service.** Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

15% Additional Charge will be added to all orders received within 72 hours of delivery order date.

21% Catering Service Fee will be added to all orders.

9.25% Sales Tax will be added to all orders.

.25% Zone Fee will be added to all orders.

Prices are subject to change without notice.

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

Client Initials: \_\_\_\_\_



## FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

The Music City Center has established the following provisions to allow for the distribution of sampled food and beverage items:

### GENERAL CONDITIONS:

- 1) The Catering Department of the Music City Center reserves the right to provide all cash and contracted service designated for on-site consumption.
- 2) Combination and/or preparation of company's/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception is deemed "catering."
- 3) Sample distribution must be limited to the exhibitor's booth area only.
- 4) Tennessee State Law prohibits the sampling of alcoholic beverage products by any person or business other than the licensee of the building.
- 5) The Music City Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- 6) The Music City Center must receive all sample request 30 days in advance of the show move in days for authorization.
- 7) Exhibitors at public conventions may sample foods under the following guidelines:
  - A) A maximum number of sampling booths may be set at the discretion of the Music City Center
  - B) The Music City Center maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the number of booths available for sampling within space held at the Music City Center.

### DEFINITIONS

<u>Sampling:</u>	The dispersing of a maximum two (2) ounce/volume food and/or two (2) fluid ounce beverage by the manufacturer, marketer or distributor of the item.
<u>Catering:</u>	The service of food and beverage for the nourishment and/or entertainment of any guest within the Music City Center.
<u>Booth Catering:</u>	The service of food and beverage used to entice delegates and guests to the booth. Products, which are not related to the event, remain the right of the Music City Center and must be provided by the Catering Department.
<u>Exhibitor Services:</u>	Services provided by the Catering Department to facilitate the sampling of products.

Any questions regarding the above provisions should be addressed to the Catering Sales Manager at (615) 401-1360. Please email this form back to your catering sales manager.

Please list your request, if you are unsure whether the above information is applicable to you or your organization.

**Name of Event:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Products you wish to dispense (including portion size)** \_\_\_\_\_

**Proposed method of dispensing and purpose for offering samples:**

---

**Approved:** \_\_\_\_\_  
General Manager, Food & Beverage

\_\_\_\_\_  
Date



# Music City Center

## Booth Security Guard

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)

or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Order Request information:

Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		\$19.00	\$29.00	\$
Supervisor (Quantity = total hours)		\$22.00	\$33.00	\$
Metro Police Officers (Quantity = total hours)		\$49.00	\$68.00	\$

**Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.**

**Additional Terms:** 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

**Total Due: \$**

### Post Instructions:

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

**For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.**

**Payment, Authorization & Fees:** Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____	<b>Make check payable to:</b> <b>Music City Center</b> MCC Use Only  Installed by _____ Date _____ Confirmation of orders provided upon request.
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____	
Credit Card Number: _____ - _____ - _____ - _____ Exp Date: _____ / _____  Card Name: _____ Signature: _____ Date: _____	

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**



# Music City Center

## Communications and Technology

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439  
Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____		Event Date: _____		Booth/Room: _____			
Company Name: _____		Ordered By: _____					
Address: _____		City, State, Zip: _____					
E-mail: _____		Phone: _____		Fax: _____			
<b>Telephone Services:</b> Includes 1 cable drop with an RJ11 jack for the duration of the show.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$230	\$300	\$			
Voice Mail (requires a digital multi line phone set)		\$75	\$80	\$			
Optional Telephone Services - Digital Multi-line Phone Set		\$55	\$75	\$			
Optional Telephone Services - Polycom Conference Speakerphone		\$105	\$150	\$			
Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges. See Terms & Conditions		Yes	No				
ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695	\$			
<b>Miscellaneous Equipment Rental:</b> Does NOT include power.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
Desktop Computer with 17" Flat Panel Monitor for duration of show		\$305	\$400	\$			
Laptop Computer		\$350	\$425	\$			
21" Flat Panel Monitor		\$225	\$250	\$			
Fax Machine		\$100	\$110	\$			
Printer		\$125	\$150	\$			
Internal Networking - Room to room, per connection charge.		\$250	\$350	\$			
Miscellaneous Equipment (as quoted)		\$	\$	\$			
Long Distance:	Minutes		Usage Rate	Amount			
Total Long Distance Charges (per minute Domestic / per minute Int'l.)			\$0.50 / \$3.00	\$			
			<b>Telephone &amp; Equipment Sub-Total:</b> \$				
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment & Services ONLY			9.50% \$				
			<b>Telephone &amp; Equipment Total:</b> \$				
<b>Wireless Internet:</b> The Music City Center offers free WiFi in its Public Space. For full building access, WiFi connections can be pre-purchased for use on event dates or on site through your device upon entering the building.	QTY	1 Day	QTY	3 Days	QTY	5 Days	Amount
WiFi service (up to 1.5 Mbps) with 1 Computer Connection		\$80.00		\$160.00		\$239.99	\$
<b>Wired Internet Access Services:</b> Does NOT include power. Includes 1 cable drop with 10/100 Base T Ethernet RJ45 jack, 1 DHCP computer connection and technical support for the duration of the show.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
Wired Ethernet Service (256 Kbps) with 1 Computer Connection		\$405	\$495	\$			
Wired Ethernet Service (512 Kbps) with 1 Computer Connection		\$795	\$895	\$			
Wired Ethernet Service (768 Kbps) with 1 Computer Connection		\$850	\$950	\$			
Wired Ethernet Service (1.5 Mbps) with 1 Computer Connection		\$900	\$1,095	\$			
Wired Ethernet Service (2 Mbps) with 1 Computer Connection		\$1,800	\$2,190	\$			
Each Additional Ethernet Computer Connection		\$130	\$195	\$			
For Custom Bandwidth packages, please email or call		Quote	Quote	\$			
Co-Location(s) Per Device		\$500	\$500	\$			
Fiber Optic Cable Dry Pair		\$800	\$800	\$			
VLAN Setup and Configuration		\$2,500	\$2,500	\$			
<b>Tech Support:</b>	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
Tech Support/Labor (per hour)		\$70	\$75	\$			
			<b>Internet Services &amp; Labor Total:</b> \$				
Comments: _____				Total Due: \$			
Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.				MCC USE ONLY			
				Installed by _____ Date _____ Confirmation of orders provided upon request			
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____				<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor. <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)			
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____ Name on Card: _____ Signature: _____ Date: _____							
<b>Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203</b>							

**Music City Center  
Terms and Conditions  
COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM**

**\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .**

- 1** PROCESSING THE SERVICE ORDER FORM requires: A. Payment in US dollars for ALL services ordered. B. All information on the Service Order Form to be completed. Missing information will delay processing. C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2** EQUIPMENT PROCEDURES: A. Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. B. Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3** UNLESS OTHERWISE DIRECTED, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4** PAYMENTS AND REFUNDS: A. Payment in full is required before service can be connected. B. The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C. Refunds in full will be granted (except on special order items\*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F: Internet speeds are not guaranteed. G: Power must be ordered separately. Price does NOT include power.
- 5** ADVANCE ORDERS: To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6** TELEPHONE, DIAL-UP INTERNET AND ISDN: A. Service will be delivered over a standard RJ11 jack. B. All lines will be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Long distance charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. MCC will provide customer with a call accounting log upon request. F. Power must be ordered separately. Price does NOT include power.
- 7** MCC INTERNET/DATA SERVICES: A. Service will be delivered over a standard RJ45 jack or 802.11b/g wireless access points. B. Wired service is 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. C. Customers will be issued one user name and password or IP address for each connection purchased. D. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. G. Internet speeds are not guaranteed. H. Power must be ordered separately. Price does NOT include power.
- 8** MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9** CUSTOMER INTERNET/DATA RESPONSIBILITIES: A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required
- 10** INTERNET USER/CUSTOMER RESPONSIBILITY: A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11** COMPUTER EQUIPMENT RENTAL includes setup of computer and monitor, but does not include power or internet connections.
- 12** OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Music City Center.



- 13** MCC'S OBLIGATIONS UNDER this Agreement are subject to limitations, and MCC and/or it's subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, it's representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 14** COMMUNICATION SERVICES ARE TO BE ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15** ONLY MCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16** ALL CUSTOMER EQUIPMENT must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17** PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.
- 18** PAYMENT AUTHORIZATION & FEES: Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
- 19** CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.
- 20** The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.

**2014-2015**



# Music City Center

## Electrical

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)

or complete this form and submit via fax or email.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$80	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$90	\$120	\$
1001 - 1500 Watts (15 amps, single outlet)		\$100	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$110	\$160	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Special Placement Labor (1 hr)</b>		See Labor Rate Schedule Below		\$
<b>120V Standard Total</b>				\$

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
<b>Sub-Total Miscellaneous</b>			<b>Sub-Total:</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Miscellaneous Total</b>				\$

**Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)**

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$150	\$230	\$
20 amps: <input type="checkbox"/> neutral required?		\$170	\$280	\$
30 amps: <input type="checkbox"/> neutral required?		\$260	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$400	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor Hours (2 x Connection total)</b>		See Labor Rate Schedule Below	\$	\$
<b>208V Single Phase Total</b>				\$

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$190	\$275	\$
20 amps: <input type="checkbox"/> neutral required?		\$205	\$305	\$
30 amps: <input type="checkbox"/> neutral required?		\$290	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$350	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$390	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor (2 x Connection Subtotal)</b>		See Labor Rate Schedule Below	\$	\$
<b>208V Three Phase Total</b>				\$

480V Please call Service Representative for Quote. 615-401-1440 <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor Hours (2 x Connection total)</b>		See Labor Rate Schedule Below	\$	\$
<b>480V Total</b>				\$

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
<b>TOTAL DUE:</b>	<b>\$</b>

HOURLY LABOR RATE SCHEDULE:	Advance Rate (if Rcvd 14 days prior)	Floor Order
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.		
Monday - Friday; 8:00 a.m. - 5:00 p.m.	\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)	\$90	\$120
Holidays	\$120	\$150

<b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS on page 2.</b>		MCC Use Only
		Installed by _____ Date _____
		Confirmation of orders provided upon request
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		
Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____		
Card Name: _____ Signature: _____ Date: _____		
<b>Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203</b>		

# Music City Center

## Terms and Conditions of Electrical Services

### Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle  
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



# Music City Center

**Natural Gas, Compressed Air, Water, & Drain**  
**Service Order Form**  
**Phone: 615-401-1440/ Fax: 615-401-1439**  
**Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)**  
**or complete this form and submit via fax or mail.**

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$130	\$175	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$100	\$125	\$
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	\$

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Drain not included) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$125	\$150	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$60	\$90	\$
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	\$

Water line size: \_\_\_\_\_. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Drain: (Price based on 1" line)	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$95	\$115	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$45	\$65	\$
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	\$

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$175	\$225	\$
Each additional 1000 gallons (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$55	\$100	\$

Natural Gas: 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$250	\$275	\$
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$175	\$200	\$

	<b>Connections Sub-Total: \$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>	<b>9.50% \$</b>
	<b>Connections Total: \$</b>

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate (if received 14 days prior)	Floor Rate	Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$60	\$75	\$
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120	\$
Holidays		\$120	\$150	\$
		<b>Labor Total: \$</b>		

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.**

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS</b> on page 2.</p>	<p><b>Total Due: \$</b></p>
MCC USE ONLY	
<p><input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____</p> <p><input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____</p> <p>Card Name: _____ Signature: _____ Date: _____</p>	<p style="text-align: center;"><b>Make check payable to:</b> <b>Music City Center</b></p> <p style="text-align: center;">Installed by _____ Date _____ Confirmation of orders provided upon request</p> <p style="text-align: center;"><b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor.  <input type="checkbox"/> Island Booth (Middle of Booth)  <input type="checkbox"/> Standard Booth (Back of Booth)</p>

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**

## Music City Center Terms and Conditions of Utility Services

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
8. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to MCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
20. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



# Music City Center

## Rigging

Service Order Form  
Phone: 615-401-1440/ Fax: 615-401-1439

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Rigging Service Information

*Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.*

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? (*power requires a separate electrical services order form)					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

☐ Check here if you are requesting an exclusive crew.

☐ Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Requested Removal Date/Time: \_\_\_\_\_ / \_\_\_\_\_

**Insert Drawing, Picture, or Rendering**  
(please include building references if possible)

Location of Requested Rigging:	General Pricing Information		Rigging Service Quote	
<div><div><div><input type="checkbox"/> Exhibit Hall (A A1 A2 B C D)</div><div><input type="checkbox"/> Grand Ballroom</div><div><input type="checkbox"/> Davidson Ballroom</div><div><input type="checkbox"/> Public Spaces</div><div><input type="checkbox"/> Exterior Banners</div><div><input type="checkbox"/> Other: _____</div></div><div><div><div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div><div></div><div></div><d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**Payment, Authorization & Fees:** Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

☐ Company check or US Bank money order in the amount of \$ \_\_\_\_\_  
☐ Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make check payable to:**  
**Music City Center**  
MCC USE ONLY

Installed by \_\_\_\_\_ Date \_\_\_\_\_  
Confirmation of orders provided upon request

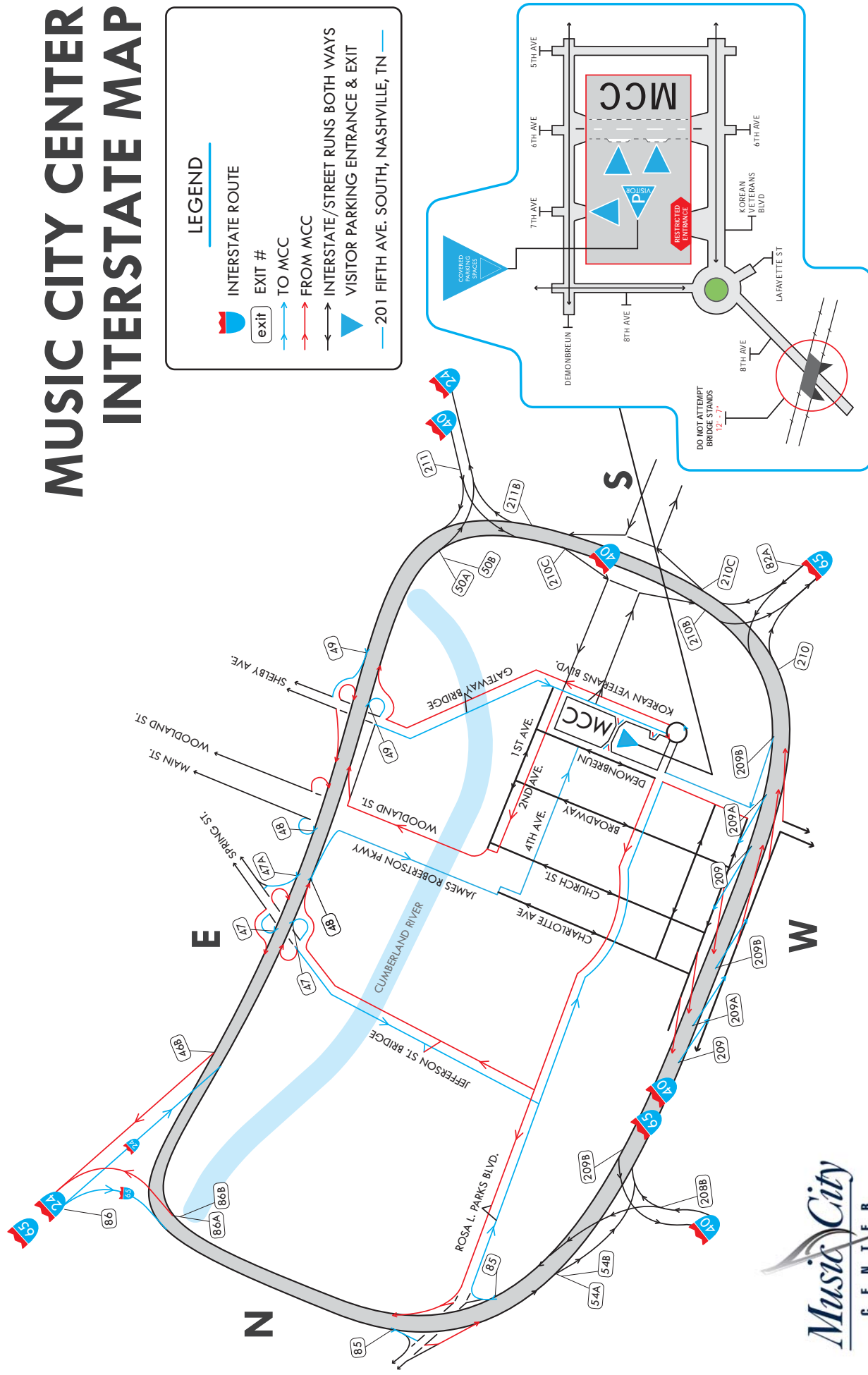


**Music City Center**  
**Terms and Conditions of Rigging Services**

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All items (including clings and wraps) to be suspended or attached to the facility must be hung, flown, or rigged by the MCC Rigging Dept.
2. All requests are subject to physical and structural limitations and must be approved by the MCC Rigging
3. All rigging equipment and materials must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by the MCC Rigging Department. Additional Fees may apply.
4. Advance notice is required. On-site orders may cause delays and additional costs to the client.
5. Rigging crew size, and the number of crews will be determined by the MCC Rigging Department based on complexity, scope of work, and available time for installation.
6. **Banner/Cling Requirements:** Special lifts may be required for heights over 40' and may result in additional charges (Lifts for special applications will be quoted individually).
7. **Banner/Cling Requirements:** Rigging crew rates apply to all signage and banners. Sign must be assembled and ready for hanging when crew arrives.
8. **Banner/Cling Requirements:** Non standard signage and banners will be quoted individually.
9. **Payment:** All rigging services must be pre-paid 14 days in advance to qualify for advanced rate.
10. **Payment:** All cancellation requests received less than 72 hours before the scheduled work, will not be eligible for refund.
11. Prices are subject to change without notice. Rates for any time during a Holiday are charged the equivalent to 12 AM-8 AM rigging labor rate
12. We request that you send your information to us 21 days prior to your move-in date to allow for a quote to be generated. If we receive your request less than 14 days prior to your event, we will quote Floor Order rates.
13. Although we make our best effort to accurately identify the labor and equipment necessary to fulfill orders during our quote process, additional charges may apply if circumstances require additional time or equipment to complete a job. Additional charges, if any, will be identified when customer is on-site and payment will be required prior to services rendered. (If customer qualified for the Advanced Rate on quoted balance, additional labor will be charge at same rate.)
14. If your Rigging order requires power, you must complete a separate Electrical Services Order Form. The Rigging quote provided to you will not include the cost of power.
15. Any changes to submitted rigging needs may result in use of overtime.
16. Orders may be calculated with a minimum labor charge of 1 hour in and 1 hour out.
17. **Exhibitor Estimate Process:** All exhibitor orders qualifying for Advance Rates will be estimated upon receipt, assuming each order represents the total rigging order for the event. (Maximum Quote). After the Advance period closes, all confirmed orders will be reevaluated for potential cost savings considering the entire scope of work for the specific event. Revised estimates will be issued and payments collected at that time.
18. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central

# MUSIC CITY CENTER INTERSTATE MAP



Please return form to:

Dawn AmaskaneADHA  
444 N. Michigan Ave, Suite 3400  
Chicago, IL 60611  
Phone: (312) 440-8903  
Fax: (312) 467-1806  
Email: exhibits@adha.net

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

**DEADLINE DATE**

**May 15, 2014**

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

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

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

Type of Service to be Performed: \_\_\_\_\_

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

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

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

NAME OF SHOW 2015 ADHA CLL at the 92nd Annual Session 6/19/15-6/20/15 (move-in 6/18)

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

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

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

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

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Company Information	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:  INSURER(S) AFFORDING COVERAGE  NAIC #
<b>INSURED</b> Exhibiting Company Name	INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5000
							PERSONAL & ADV INJURY \$ 1000000
							GENERAL AGGREGATE \$ 1000000
							PRODUCTS - COM/OP AGG \$ 1000000
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured for general liability.

**CERTIFICATE HOLDER**

**CANCELLATION**

American Dental Hygienists' Association  
 444 N. Michigan Ave, Ste 3400  
 Chicago, IL 60611

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Michael Buxbaum  
312-213-1628 - mobile  
248-286-5902 - fax

## The International Center for Documentary Arts

### Booth Photography/Video Order Form

Complete, save and email to mbuxbaum@documentaryarts.com

#### (\*required fields)

Your Name\*  
Your email address\*  
Organization\*  
Address\*  
City, State\*  
Zip code\*

#### Your Information


Event name\*  
Your booth number(s)\*  
Your booth name(s)\*  
Booth contacts

ADHA CLL/Annual Session - 2015

#### Enter Quantity

#### Service Choices

#### Rate

#### Total

	After hours photos of your empty booth - includes 5 views per booth, digital images, unlimited use rights	\$250	_____
	After hours photos of your empty booth - includes 15+ views per booth, digital images, unlimited use rights	\$450	_____
	Select candid, interactive coverage of your booth - approximately 30 images**	\$375	_____
	Video b-roll - up to 5 minutes of candid b-roll activity from various views - Stunning, high quality HD/SLR 30 frames per second! **	\$375	_____
1	Processing and digital, online delivery of images/video via Dropbox or similar (required)	\$20	<u>\$20</u>

#### Total all services\*

\_\_\_\_\_

\*\* Specific coverage times subject to availability

\*\*\*Online print orders:

4x6 = \$6.95; 5x7 = \$7.95; 8x10 = \$11.95; 8x12 = \$14.95;  
11x14 = \$25.95; 16x20 = \$35.95; 20x30 = \$49.95 --  
plus tax, shipping and handling - larger prints rates and  
media available upon request

\* NOTE: we will email you a link to prepay your order with credit card via secure site



## LEAD RETRIEVAL ORDER FORM

**DISCOUNT DEADLINE: FRIDAY, MAY 15, 2015**

### 1 Choose Your Unit(s)

DISCOUNT

REGULAR

QUANTITY

LINE TOTAL

#### EXPOPRO PLUS™

*Easy-To-Use Desktop Unit*



- Easy-To-Use Point & Shoot
- Color Touch screen display
- Allows Personalized Note Taking
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

\$ 285.00 \$ 325.00 x \_\_\_\_\_ = \_\_\_\_\_

#### EXPOPRO MOBILE™

*Be Mobile. Be Green.*



- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

\$ 325.00 \$ 375.00 x \_\_\_\_\_ = \_\_\_\_\_

### 2 Add Optional Services

DISCOUNT

REGULAR

QUANTITY

LINE TOTAL

Delivery & Setup	\$ 65.00	\$ 85.00	<input type="checkbox"/>	= _____
Custom Qualifiers	\$ 60.00	\$ 80.00	x _____	= _____
Custom Survey	\$ 60.00	\$ 80.00	x _____	= _____

### 3 Add It Up

Total Due (in US Funds) = \$ \_\_\_\_\_

All fields are required. Please include a Payment Authorization Form with your order.

### 4 Fill It Out and Sign

COMPANY			BOOTH NO.	
THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER				
WEBSITE				
ADDRESS				
CITY	STATE	ZIP	COUNTRY	
PHONE NO.	FAX NO.			
ORDER CONTACT				
EMAIL ADDRESS				
ONSITE CONTACT	ONSITE CELL			

#### Order Online:

www.atsleads.com

User Name: ADHA2015

Password: 0315

**Fax Credit Card Orders to:**

985-809-1888

**Email Order:**

orders@american-tradeshow.com

**Mail Check Orders to:**

American Tradeshow Services

Attn: Exhibitor Services

217 General Patton Avenue

Mandeville, LA 70471

**To Call Order In**

**or Ask Questions:**

985-809-0600, dial 1

**PAYMENT AUTHORIZATION FORM**

*\*A credit card is required on all orders as a security deposit on rental equipment. See Terms and Conditions at the bottom of this page.*

BOOTH NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**CHOOSE PAYMENT METHOD:**



**To Pay By Credit Card**

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.



**To Pay By Company Check**

**(Security Deposit Required\*)**

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.



**To Pay By Wire Transfer**

**(Security Deposit Required\*)**

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Wire Transfers will incur an additional \$40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

**\* Credit Card Details - Required for All Orders\***

☐


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☐

**Use as Security Deposit Only**

☐


Cardholder Name: \_\_\_\_\_

☐


Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**! Terms and Conditions**

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.

Checks are due in the office ten (10) days prior to show start.

**Order Online:**

www.atsleads.com

User Name: ADHA2015

Password: 0315

**Fax Credit Card Orders to:**

985-809-1888

**Email Order:**

orders@american-tradeshow.com

**Mail Check Orders to:**

American Tradeshow Services

Attn: Exhibitor Services

217 General Patton Avenue

Mandeville, LA 70471

**To Call Order In**

**or Ask Questions:**

985-809-0600, dial 1

## Custom Qualifiers

**Fax To: 985-809-1888**

**DISCOUNT DEADLINE:**

**FRIDAY, MAY 15, 2015**

**\$60 before deadline**  
**\$80 after deadline**  
(COST PER UNIT)

**The following is a list of the standard action codes that are included with your unit rental.**

☐ Add to Mailing List  
☐ Current Customer  
☐ Distributor  
☐ Has Purchasing Authority  
☐ Have Sales Rep Call  
☐ Hot Lead!  
☐ Inquiry Only  
☐ Interested Buyer  
☐ OEM  
☐ Product A  
☐ Product B  
☐ Product C  
☐ Product D  
☐ Product E  
☐ Product F  
☐ Schedule Demonstration  
☐ Send Literature  
☐ Send Pricing Info  
☐ VAR  
☐ Wants Presentation

**To personalize these codes, or  
use your own codes, please fill in  
this template.**

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

**The Following Characters May Not Be Entered As Part Of An Action Code:**  
Apostrophes ('), Slashes (/), Backslashes (\),  
Dots (.), Carrots (^), and Quotes (")

**Company**

Booth Number

[illegible]

**If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.**



Richards Convention Florist, LLC  
d/b/a **TEASLEY'S CONVENTION FLORIST**  
TAXPAYER ID # 20-8142614  
7159 OLD HICKORY BLVD.  
WHITES CREEK, TN 37189-9160  
PHONE: (615) 876-3695 – FAX: (615) 876-9378  
INFORMATION: leigh@conventionflorist.com  
WEB: www.conventionflorist.com  
Like us on Facebook

QUANTITY	ITEM	PRICE	TOTAL
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 60.00 to \$85.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)	\$ 85.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	\$ 25.00	_____
_____	BROMELIADS (As Available)	\$ 35.00	_____
_____	LARGE POTTED FERNS	\$ 35.00	_____
_____	18" TROPICAL PLANTS	\$ 32.50	_____
_____	2' TROPICAL PLANTS	\$ 37.50	_____
_____	3' TROPICAL PLANTS	\$ 47.50	_____
_____	4' TROPICAL PLANTS	\$ 57.50	_____
_____	5' TROPICAL PLANTS	\$ 67.50	_____
_____	6' TROPICAL PLANTS	\$ 77.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 97.50	_____
_____	SPECIALTY CONTAINERS & PLANTERS (Contact us for a quote)		_____
	DELIVERY CHARGE	\$ 10.00	_____
	SUB TOTAL		_____
	9.25 % SALES TAX		_____
	TOTAL		_____

Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from leigh@conventionflorist.com.

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: \_\_\_\_\_ SHOW SITE: \_\_\_\_\_  
SHOW NAME: \_\_\_\_\_ SHOW DATE: \_\_\_\_\_  
EXHIBITOR NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP CODE: \_\_\_\_\_  
CONTACT PERSON/PHONE: \_\_\_\_\_  
FAX/E-MAIL: \_\_\_\_\_

●RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

●PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds. DIRECT BILL IS NOT A PAYMENT OPTION.
2. FULL PAYMENT MUST ACCOMPANY ORDER. Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize sales tax exemptions issued by other states. A federal 501 (C)<sub>3</sub> letter is acceptable sales tax documentation.

●METHOD OF PAYMENT

AMERICAN EXPRESS® \_\_\_\_\_ MASTERCARD® \_\_\_\_\_ VISA® \_\_\_\_\_ DISCOVER® \_\_\_\_\_ CHECK ENCLOSED \_\_\_\_\_ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ 3 or 4 DIGIT SECURITY CODE: \_\_\_\_\_

NAME AS SHOWN ON CARD: (Please Print) \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

(If different from above)

BILLING ADDRESS LINE 2: \_\_\_\_\_

CARDHOLDERS SIGNATURE: (Required) \_\_\_\_\_



## ATTENDEE LIST ORDER FORM

Help promote your companies presence at the show before you get on-site! Order the Attendee List for your pre or post show mailings. **An attendee file will be sent to any bonded mail house you specify for a one-time usage only.**

### Cost:

Attendee List Fee is \$85 (fees are nonrefundable).

### Deadline for Order:

Although we are happy to send you the registered attendee list at any time, the actual number of contacts will vary depending on when you request the list. Most registrations occur by Friday, May 8, 2015.

Date needed by: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Please allow 5 working days to process your order)

### Purchasing Company Information:

Contact \_\_\_\_\_ Exhibiting  
Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title: \_\_\_\_\_

**E-mailed to: (Bonded Mail House) *List will not be sent to exhibiting companies directly.***

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ **E-mail \*:** \_\_\_\_\_

### Payment Information:

☐ Check is enclosed (payable to ADHA)

☐ Please apply charges to (please circle) VISA MasterCard Discover Amex  
(Please note: A 3% credit card processing fee will be added)

Card Number: \_\_\_\_\_ VCode: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

### Remittance:

Please send your \$85 payment with this form to ADHA Meetings Team/Attendee List:

Mail to: 444 N. Michigan Ave. Suite 3400  
Chicago, IL 60611  
Fax to: (312) 467-1806  
Email to: [exhibits@adha.net](mailto:exhibits@adha.net)

**Questions?** Phone: (312) 440-8900 Email: [exhibits@adha.net](mailto:exhibits@adha.net)



## 2015 EXHIBIT HALL TRIVIA GAME PARTICIPATION FORM

Participate in the low cost way to drive traffic to your booth. Provide a dental hygiene question related to your company or a question that is related to a product you would want the audience to know about.

### DEADLINE

Deadline for application is **Wednesday, April 29**. Requests submitted after printing deadline may not be placed on the printed game card.

To participate in the Trivia Game, please take the following guidelines into consideration:

1. Participation is open to Exhibiting Companies only.
2. A limit of **one** question per each Exhibiting Company will be accepted.
3. Questions are limited to 20 words or less.
4. Exhibitors are not eligible to win prizes.
5. The participation fee is \$200.

### GAMING INSTRUCTIONS

1. Attendees will receive a trivia game card with instructions to visit each participating booth to recite the correct answer to their trivia questions to be entered into the drawings that will take place on Saturday, June 20.
2. Participating companies will need to mark the attendee's card, indicating they have visited the booth.
3. Attendees will place completed game cards into the raffle drum, located at the ADHA Community Center on the exhibit floor.
4. ADHA will give out the cash prizes throughout the day on Saturday, June 20.

Yes, our company would like to participate in the **Trivia Game** during EXHIBITS 2015.

Exhibiting  
Co. Name: \_\_\_\_\_ Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Trivia Question to be answered (20 words or less):

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Answer to Question:

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- ☐ Charge the Credit Card Below for the \$200 participation fee  
☐ I am mailing a check payment

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ V-code: \_\_\_\_\_

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

Complete and return on or before **Wednesday, April 29** to: Fax: (312) 467-1806 or Email: [exhibits@adha.net](mailto:exhibits@adha.net)