

TCT

**TRANSPLANTATION &
CELLULAR THERAPY MEETINGSSM**
of ASBMT[™] AND CIBMTR[®]

Exhibitor Kit

2019 TCT | Transplantation & Cellular Therapy Meetings of ASBMT and CIBMTR

(formerly BMT Tandem Meetings)

Exhibit Rules and Regulations

Meeting Dates: February 20-24, 2019

Exhibit Dates: February 20-23, 2019

Hilton Americas Houston & George R. Brown Convention Center

It is the responsibility of the official Exhibitor representative to see that all booth staff are made aware of and adhere to all rules and regulations and conduct themselves in a professional manner.

The TCT | Transplantation & Cellular Therapy Meetings of ASBMT and CIBMTR (TCT Meetings) reserves the right to interpret, amend, and enforce these contract conditions, rules, and regulations at any time as it deems proper to ensure the success of the exposition. Written notice of any amendments or interpretations shall be given to all contracted Exhibitors. All amendments that may be made shall be equally binding (upon publication) for all parties as if contained in the original regulation.

The TCT Meetings reserves the right to restrict exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and to prohibit or evict any exhibit that, in the opinion of the TCT Meetings, detracts from the general character of the exhibit hall. All booth activities and content must be professional in nature and provide educational information related to the field of bone marrow transplantation and cellular therapy. This reservation includes persons, things, conduct, printed material, or anything the TCT Meetings judge to be objectionable. In the event of such restriction or eviction, the TCT Meetings are not liable for any refund to the Exhibitor.

All exhibit space, meeting room rentals, Exhibitor directory listings, Product Theaters, hotel room door drops, and mailing list rentals must be paid in full prior to move-in. Exhibitors with outstanding balances will not be permitted access to the exhibit halls or freight docks to begin the installation of their exhibits. Badges will also be withheld until full payment has been received.

The TCT Meetings requires payment in full no later than January 11, 2019. Failure to make payments does not release the contracted or financial obligation of Exhibitor.

CANCELLATION PENALTIES:

- Notification of exhibit space cancellation must be submitted in writing to the TCT Meetings Conference Office (email acceptable: TCTMeetings@mcw.edu) prior to January 11, 2019.
- Cancellations received in writing on or before January 11, 2019 are subject to a \$250 administrative fee.
- Cancellations received after January 11, 2019 will NOT receive a refund. Paid space unclaimed by 7:00 pm on Tuesday, February 19, 2019 may be repossessed without indemnity and reassigned by the TCT Meetings.

Cancellation of exhibit space includes cancellation of registration allotted with exhibit space. Note that any exhibiting company that cancels exhibit space BEFORE it has made full payment is liable for full payment of the original cost of the total exhibit space less any applicable refunds as explained herein.

Exhibitors who anticipate delays in setting up their booths must receive prior written approval by January 18, 2019, from the TCT Meetings for late installation. Should an Exhibitor have special circumstances and need additional time to complete the installation of their booth, a written request must be submitted by January 18, 2019. Requests may be submitted to the [TCT Meetings Conference Office](#).

SUBLEASING/RELOCATION/FLOOR PLAN REVISIONS

The TCT Meetings retain the exclusive right to revise the Exhibit Hall floor plan(s) and/or relocate any assigned Exhibitors as determined solely by the TCT Meetings. Exhibitors who change the size of their exhibit space are not guaranteed the originally assigned location and may be subject to relocation by the TCT Meetings.

BOOTH CONFIGURATIONS

All exhibits must conform to the following standards:

In-line (Linear) Booths and Perimeter Booths

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

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

The maximum back wall height allowed for In-line booths is 8 feet (12 feet for perimeter booths) and must not protrude more than 5 feet from the back wall. No side rails, counters, or structure may exceed 4 feet in height within 5 feet of the front of the exhibit space. The reverse side of any wing panel extending from the back wall of the display must be draped to avoid raw exposure to a neighboring booth. Additional pipe and drape will be required at the Exhibitor’s expense for those booths that have exposed areas between the back wall of their structure and the back wall of the booth. Please note that, to provide a harmonious environment to all exhibiting companies’ sightline, rules will be strictly enforced. If the Exhibitor does not comply, the TCT Meetings will have the general services contractor drape the area at the Exhibitor’s expense.

End-Cap (10’ x 20’) and Peninsula Booths (20’ x 20’)

The maximum back wall height allowed is 8 feet and the maximum back-wall width allowed is 10 feet at the center of the back-wall with a maximum 5 foot height on the two side aisles. No side rails, counters, or structure may exceed 4 feet in height, or be within 5 feet of each aisle. End-Cap and Peninsula Booths will not have the outside 3-foot side rail installed. The reverse side of any wing panel extending from the back wall of the display must be draped to avoid raw exposure to a neighboring booth. Additional pipe and drape will be required at the Exhibitor’s expense for those booths that have exposed areas between the back wall of their structure and the back wall of the booth. Please note that, to provide a harmonious environment to all exhibiting companies’ sightline, rules will be strictly enforced. If the Exhibitor does not comply, the TCT Meetings will have the general services contractor drape the area at the Exhibitor’s expense.

Island Booth

An island booth is typically a 400-square-foot (20'x20') or larger exhibit space exposed to the aisles on all four sides.

Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. Please note: Multi-level exhibits are not permitted. Exhibit spaces with one side 80 linear feet or greater may not be wider than they are deep. Exceptions may be made at the TCT Meetings' discretion. Any part of a display, tower, or otherwise must maintain a minimum of 5 to 1 ratio of height to base of said structure and may also require a safety tie off (restraint) from above (seismic safety cables) within the 8 feet and 12 feet perimeter height rule.

Exhibitors who wish to construct an island booth that will be 400 square feet or larger are required to submit a digital drawing, rendering, or architectural plans to the [TCT Meetings Conference Office](#) by Friday, January 11, 2019. Any changes that occur after initial submission must be resubmitted to the TCT Meetings for approval prior to the meeting. Should booth construction at the show deviate from the actual submitted and approved floor plans, the TCT Meetings reserves the right to ask the Exhibitor to make modifications at the Exhibitor's expense.

STORAGE

Absolutely no storage of any kind will be permitted behind an Exhibitor's booth. If the Exhibitor does not comply, the TCT Meetings will have the items stored in the area removed at the Exhibitor's expense.

HANGING SIGNS

Hanging signs are NOT allowed at The George R. Brown Convention Center (location of the Exhibit Hall).

LIGHTING

All island booths may utilize special lighting. Lighting must be directly over or in the Exhibitor's booth and may not extend into the aisles or neighboring booths. Exhibitor lighting cannot affect other Exhibitors or aisles.

Overhead lighting may be dimmed or turned off at the Exhibitor's expense with on-site approval from the TCT Meetings. Requests may be made on site at the Exhibitor Service Desk.

BOOTH CARPET

The TCT Meetings will carpet all visible aisle space within the exhibit area and will supply linear Exhibitors with pipe and drape. Exhibitors must completely cover the entire area of the exhibit space with carpeting (bare floors are not permitted). The order form for carpeting will be provided in Exhibitor Kit. At the discretion of the TCT Meetings, the decorator will carpet exhibit booths that are not appropriately carpeted, at the expense of the Exhibitor.

SHIPPING

All shipments to the TCT Meetings must be received and processed through Freeman, the general services contractor. Information on shipping methods, targeted move-in schedules, and rates are included in this Exhibitor Kit.

LABOR POLICY

Exhibitors shall utilize proper authorized labor for exhibit installation services during move-in, exhibitor services during open hours, and exhibit dismantling during move-out according to the official policies/union agreements of

the TCT Meetings, facility management, official general services contractor, and all applicable state and local laws. Exhibitors planning to build special displays on site should employ union display companies in their fabrication, carpentry, and electrical work. Information on union rules and jurisdictions will be available in the Exhibitor Kit.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)

Exhibitors planning to use ANY contractors other than the official contractors for any services within the exhibit areas must submit valid certificate of liability insurance to the [TCT Meetings Conference office](#) by Friday, January 11, 2019. The exhibiting firm appointing the EAC is totally responsible for the behavior and adherence to all the TCT Meetings' rules and regulations by all employees/representatives of the EAC. EAC employees/representatives who violate any of the TCT Meetings' rules and regulations, or exhibit any unacceptable behavior as determined by the TCT Meetings or any authorized representative of the TCT Meetings, are subject to immediate revocation of the TCT Meetings' badges and immediate eviction from the facility and exhibit areas.

If an Exhibitor is utilizing an EAC, it is the Exhibitor's responsibility to submit the Exhibitor-Appointed valid certificate of liability insurance to the [TCT Meetings Conference Office](#) by Friday, January 11, 2019, that includes:

- Commercial general liability coverage, product liability coverage, and broad property damage endorsement with combined and single limits of liability of not less than \$1 million per occurrence
- The certificate must also include coverage for workers' compensation and employers' liability within commercially reasonable limits as otherwise required by the laws of the state of Texas.
- The certificate of liability insurance must name ASBMT/CIBMTR, Freeman, and the George R. Brown Convention Center as additional insured.
- Certificates of liability insurance for EACs must indicate the name of the exhibiting company/organization and booth # that they are representing in the description area of the certificate of insurance. If said information is not included, the certificate of liability insurance will NOT be accepted by the TCT Meetings.

ELECTRICAL SAFETY

All wiring on booths or display fixtures within an Exhibitor's booth must meet underwriters' rules and pass standard fire department inspection applicable under all appropriate state, county, city and George R. Brown Convention Center General Policies, Rules and Regulations. This applies to construction, not pre-wired equipment.

FIRE AND SAFETY REGULATIONS

All display materials must be flame retardant according to Texas fire codes. A fire retardancy certificate of the display materials and the Exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or if the fire marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.

Any part of a display, tower, or otherwise must maintain a minimum of 5 to 1 ratio of height to base of said structure and may also require a safety tie off (restraint) from above (seismic safety cables).

All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguishers must not be covered or obstructed. To minimize fire hazard, no storage of any kind will be permitted behind an exhibit booth.

EARLY DISMANTLING

Early dismantling is expressly prohibited by the TCT Meetings. Exhibits officially close on Saturday, February 23, 2019 at 1:30 pm. All booths must be staffed until that time. Exhibitors that dismantle before closing will be subject to possible exclusion from future annual meetings.

LIABILITY FOR DAMAGE TO PROPERTY

Exhibitors are liable for any damage to facility property, including but not limited to escalators, floors, walls, or columns, standard booth equipment, and other Exhibitors' property.

ADVANCE APPROVAL FOR BOOTH ACTIVITIES

Exhibitors must send a list of planned activities for approval before January 11, 2019 to the [TCT Meetings Conference Office](#). Passing out Exhibitor materials, information, and talking to attendees within an exhibit booth are considered booth activities and do not need to be included in Exhibitors' approval requests. All booth activities and content must be professional in nature and provide educational information related to the field of hematology, transplantation, and cellular therapy. Please contact the [TCT Meetings Conference Office](#) with any questions.

FUNDRAISERS

Fundraisers, auctions, or activities that involve donations to organizations other than the TCT Meetings are not permitted in the exhibit hall. Activities designed to provide donations to the TCT Meetings must be pre-approved by the TCT Meetings Office by January 11, 2019. Please contact the [TCT Meetings Conference Office](#) with any questions.

GIVEAWAYS

All items distributed in the exhibit hall must be useful to the participants at the meeting and/or in their professional activities. Items must be small and made available to all TCT Meetings attendees, regardless of registration type or demographics, as long as the supplies last. Please also note the following restrictions:

Commercial Exhibitors

It is the TCT Meetings' policy that all giveaways by commercial Exhibitors in the exhibit hall meet the giveaway standards of the PhRMA Code, whether the companies have adopted the PhRMA Code. In keeping with the PhRMA Code, all giveaways by commercial Exhibitors must be designed primarily for the education of patients or healthcare professionals. Such giveaways must also be of modest value (under \$10) and available to all registered attendees immediately upon request.

DRAWINGS

A 'Drawing' is allowed but should not be called a 'Raffle' unless the Exhibitor has secured a 'Raffle' license within the state the TCT Meetings will be held. The prizes must be reviewed and approved prior to January 11, 2019.

CATERING

Catering options are offered for Exhibitors directly through the George R. Brown Catering Department. Contact information will be communicated via email in advance of the meetings. All breakfast and lunch buffets are served within the exhibit hall to drive traffic.

EXPOSITION PHOTOGRAPHY/RECORDING POLICY

Exhibiting companies/organizations must obtain written approval from the TCT Meetings to photograph, videotape, and/or audiotape in the exhibit hall and will only be permitted to photograph, videotape, and/or audiotape in their contracted exhibit space. Exhibitors may not photograph, videotape, and/or audiotape other exhibits and/or attendees. Requests may be submitted to the [TCT Meetings Conference Office](#).

Photography, videotaping, and audio recording are permitted by exhibit booth staff in their own exhibit booth, provided that written permission/authorization is obtained from any distinguishable individuals if the photograph or recording will be used for promotional or commercial purposes (including use in printed materials, websites, and/or social media). The TCT Meetings are not liable for the failure of any Exhibitor to obtain such permission.

These activities must be conducted without disruption to exhibition activities or limitation to the accessibility of exhibitions. Exhibitors may not photograph other booths or record within booths of other Exhibitors without express written permission of the exhibiting organization.

Please note that attendees are permitted to take photos or recordings in the exhibit hall for their own personal use, but they are required to obtain permission from the exhibiting company before engaging in photography or audio/video recording of or within said booth.

WI-FI

Exhibitors are requested not to use Mi-Fi but instead use the provided Wi-Fi. The use of Mi-Fi personal hot spots disrupts the overall Wi-Fi connection.

FAILURE TO ADHERE TO POLICY

Exhibiting companies that violate this policy could face a suspension of exhibiting privileges. The TCT Meetings strictly enforce the rules and regulations and will hold all parties responsible for upholding them.

AMERICANS WITH DISABILITIES ACT

Exhibitors shall be responsible for making exhibits accessible to persons with disabilities, as required by the Americans with Disabilities Act, and shall hold the TCT Meetings harmless from any consequences of an Exhibitor's failure in this regard.

USE OF NAMES AND LOGOS

The ASBMT, CIBMTR, MCW and The George R. Brown Convention Center logos may not be used on any materials produced by organizations other than the TCT Meetings itself. Use of the TCT Meetings' name or copyrighted material requires prior written approval by the TCT Meetings.

INSURANCE

Exhibitors must acknowledge that neither the TCT Meetings, nor MCW, nor ASBMT, nor CIBMTR, nor Freeman, nor the George R. Brown Convention Center shall be obligated to maintain property, liability, or business interruption insurance covering the Exhibitor. It is the sole responsibility of the Exhibitor to obtain such insurance at the exhibiting company's own expense. Proof of such insurance, including a certificate of insurance, shall be provided to the TCT Meetings, or its agent or representative within three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

- The certificate must include commercial general liability, product liability coverage, and broad property damage endorsement with combined and single limits of liability not less than \$1 million per occurrence and a \$2 million aggregate limit.
- Commercial general liability shall name ASBMT/CIBMTR as an additional insured and provide a certificate of insurance evidencing the same.
- Exhibitors shall also maintain workers' compensation and employers' liability insurance in commercially reasonable amounts and as otherwise promulgated by state law.
- Exhibitors shall carry commercial automobile insurance, including hired and non-owned liability coverage.
- The insurance policy must cover the period from move-in through move-out.

SECURITY

The TCT Meetings will provide security protection for the perimeter area of the exhibit hall on a 24-hour basis during the entire exhibit period, including move-in and move-out. Neither the TCT Meetings, nor MCW, nor ASBMT, nor CIBMTR, nor Freeman, nor the George R. Brown Convention Center shall be liable for any of the Exhibitors' property. It is recommended that each Exhibitor purchase a portal-to-portal rider available on the Exhibitor's own insurance policy as protection against loss, theft, fire, damage, etc.

Exhibitors must always wear the official TCT Meetings supplied badge in the Exhibit Hall. All badges are non-transferable and are the sole property of the TCT Meetings. The TCT Meetings' Management reserves the right to revoke any badge at any time. Access to the Exhibit Hall during set-up and dismantle times for booths is restricted to the published hours unless special arrangements have been made with the TCT Meetings' Management.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLACK back drape and 3' high BLACK side dividers.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Note: Hanging Signs are not allowed per Show Management. Please refer to TCT MEETINGS Official Exhibit Rules and Regulations for additional information.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, all booths are required to have carpet or management approved flooring. Please refer to the Carpet Brochure and Order Form for more information. The aisles will be carpeted in MIDNIGHT BLUE.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by January 23, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

[Pre-Show FAQ](#)

Tuesday	February 19, 2019	8:00 AM - 5:00 PM
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EXHIBIT HOURS

Wednesday	February 20, 2019	7:00 AM - 2:00 PM
Thursday	February 21, 2019	7:00 AM - 2:00 PM
Thursday	February 21, 2019	6:15 PM - 7:15 PM RECEPTION
Friday	February 22, 2019	7:00 AM - 2:00 PM
Saturday	February 23, 2019	7:00 AM - 1:30 PM

EXHIBITOR MOVE-OUT

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

[Post-Show FAQ](#)

Saturday	February 23, 2019	1:30 PM - 6:30 PM
Saturday	February 23, 2019	8:00 PM - 11:00 PM

Important Notice

Exhibitor move out will be on Saturday, February 23 from 1:30 PM - 6:30 PM and 8 PM - 11 PM. The poster session will be taking place in the hall Saturday evening so the use of forklifts, power tools and loud noise is strictly prohibited between 6:30-8 PM. Please plan accordingly.

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, February 23, 2019 at 11:00 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, February 23, 2019 at 9:00 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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (713) 770-6750 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 fax (469) 621-5613
FreemanHoustonES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

SERVICE CENTER HOURS

Tuesday	February 19, 2019	8:00 AM - 5:00 PM
Wednesday	February 20, 2019	7:00 AM - 2:00 PM
Thursday	February 21, 2019	8:00 AM - 12:00 PM
Friday	February 22, 2019	8:00 AM - 12:00 PM
Saturday	February 23, 2019	10:00 AM - 11:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by January 23, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

TCT MEETINGS - 467480

C/O FREEMAN

9258 PARK SOUTH VIEW, STE 100

HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Monday, January 21, 2019, at the above address. Material arriving after February 12, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

TCT MEETINGS - 467480

C/O FREEMAN

GEORGE R BROWN CONVENTION CENTER

1001 AVENIDA DE LAS AMERICAS

HOUSTON, TX 77010

Freeman will receive shipments at the exhibit facility beginning Monday, February 18, 2019. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Refer to the material handling form for charges for the service.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 770-6750.

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 (713) 770-6750 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by January 23, 2019.

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

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

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

Call Freeman's Exhibitor Services department at (713) 770-6750 with any questions or needs you may have.

REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (467480) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

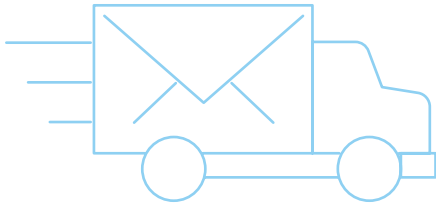
10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable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

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

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

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

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



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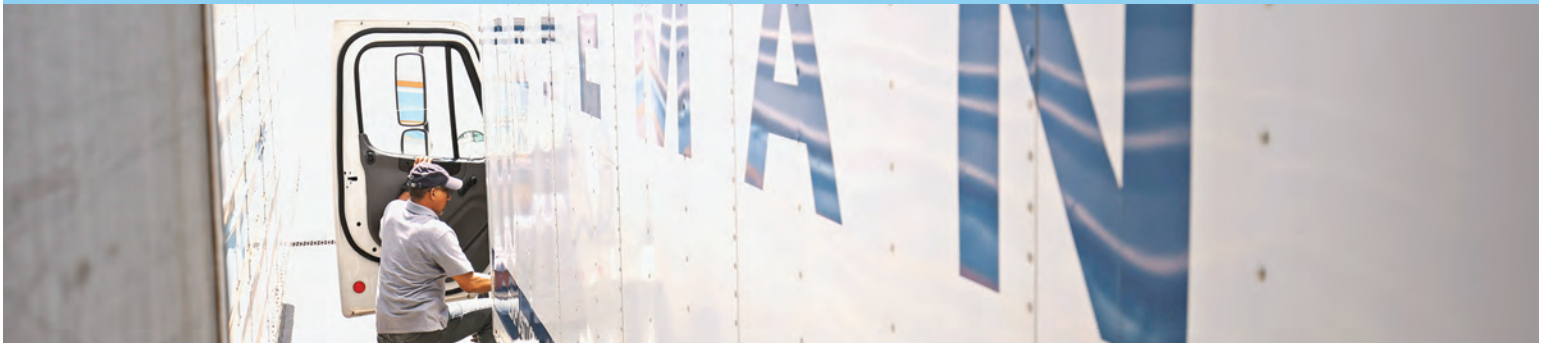
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- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
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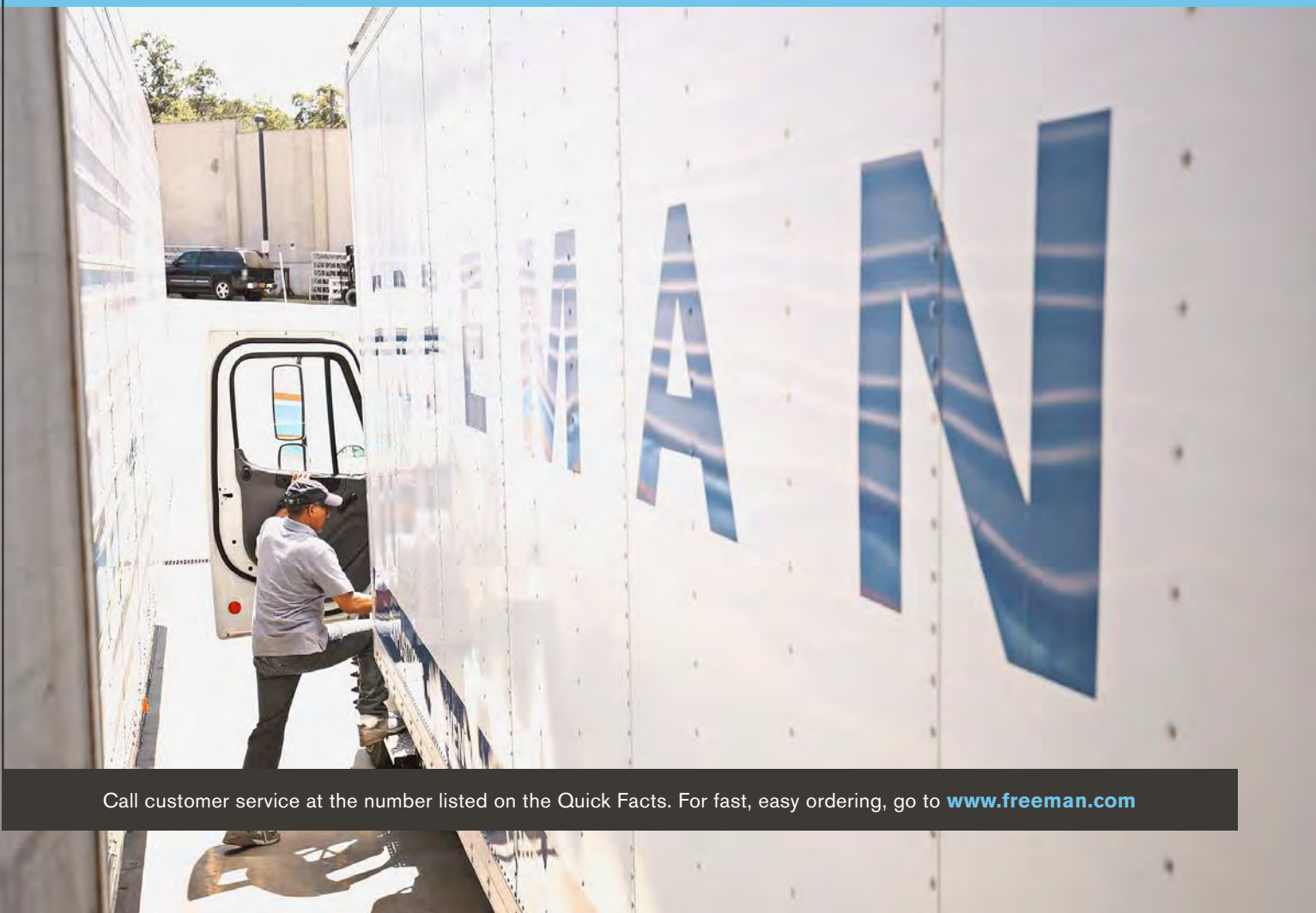


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- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

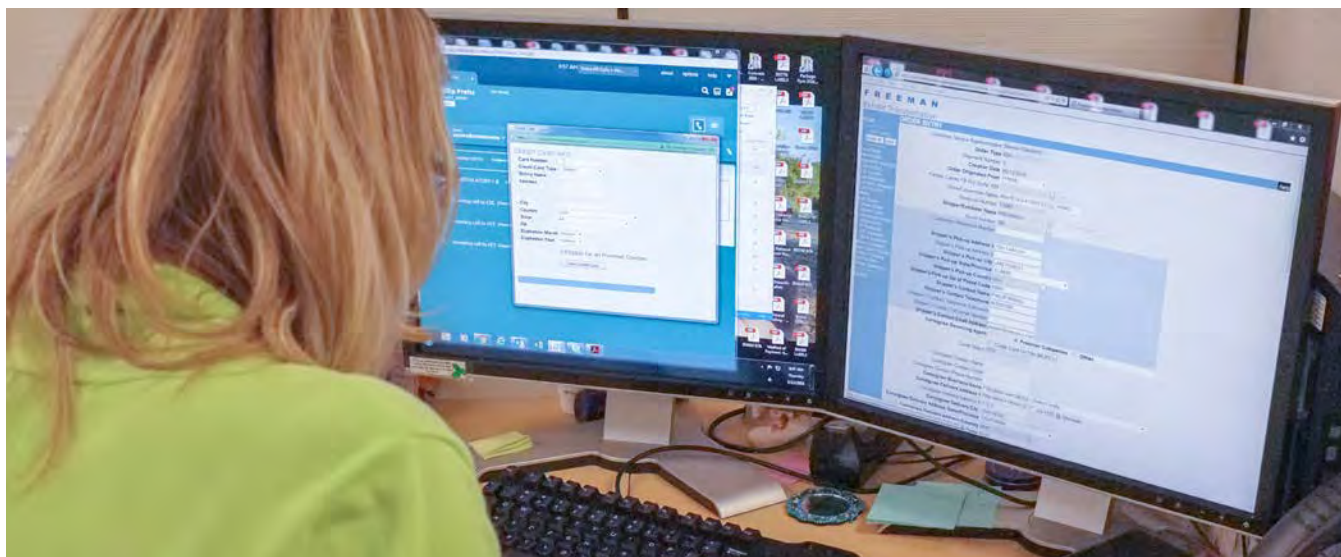
questions?

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NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS
ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

TCT MEETINGS - 467480

C/O: FREEMAN

9258 PARK SOUTH VIEW, STE 100

HOUSTON, TX 77051

MUST BE DELIVERED BY FEBRUARY 12, 2019

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

FREEMAN / Exhibiting Company Name / Booth #

TCT MEETINGS - 467480

C/O: FREEMAN

GEORGE R BROWN CONVENTION CENTER

1001 AVENIDA DE LAS AMERICAS

HOUSTON, TX 77010

CANNOT BE DELIVERED BEFORE FEBRUARY 18, 2019

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (467480) _____

FREEMAN

9258 Park South View, Suite 100
Houston, Texas 77051
Ph: 713-770-6750 • Fax: 469-621-5613

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:		TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019	
COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE X	
PHONE #:	EXT.:	FAX #	
ORDERED BY:		PRINT NAME: DATE:	
CUSTOMER #		OR <input type="checkbox"/> CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER	
E-MAIL:			

For Assistance, please call 713-770-6750 to speak with one of our experts

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

PRIVATELY OWNED VEHICLE CART SERVICE

Privately Owned Vehicle Cart Service Rates and Procedures

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

Cart Rate: \$121.50 per trip

Service to include:

Unloading and delivery of exhibit materials from the dock to booth.

Storage of empty containers during show hours and return of crates and containers at end of show.

Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicle.

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

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

PLEASE CHECK DESIRED SERVICE:

☐ **Inbound**

Approximate number of pieces: _____

Move-In day you will require this service: _____

☐ **Outbound**

Approximate number of pieces: _____

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

01/18 (467480)

FREEMAN privately owned vehicle cart service

**I-45 SOUTH****Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport**

Take I-45 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-45 NORTH**Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport**

Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres Street > left on Capitol > left on Avenida de las Americas

US-59 SOUTH**Coming from Kingwood, Humble, Bush Intercontinental Airport**

Take US-59 South > exit Downtown Destinations-Jackson Street > left on Franklin Street > right on Hamilton Street > right on Capitol Street > left on Avenida de las Americas

US-59 NORTH**Coming from the Galleria, Missouri City, First Colony, Sugar Land**

Take US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

I-10 WEST**Coming from Baytown, Channelview, New Orleans**

Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-10 EAST**Coming from Katy, San Antonio**

Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

SH-288 NORTH **Coming from Pearland, South Loop, Reliant Park**

Take SH-288 North > to US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

SH-290 EAST**Coming from Austin, Copperfield**

Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

Loading Docks for Exhibit Hall A, B, C, D & E

Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street

3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly

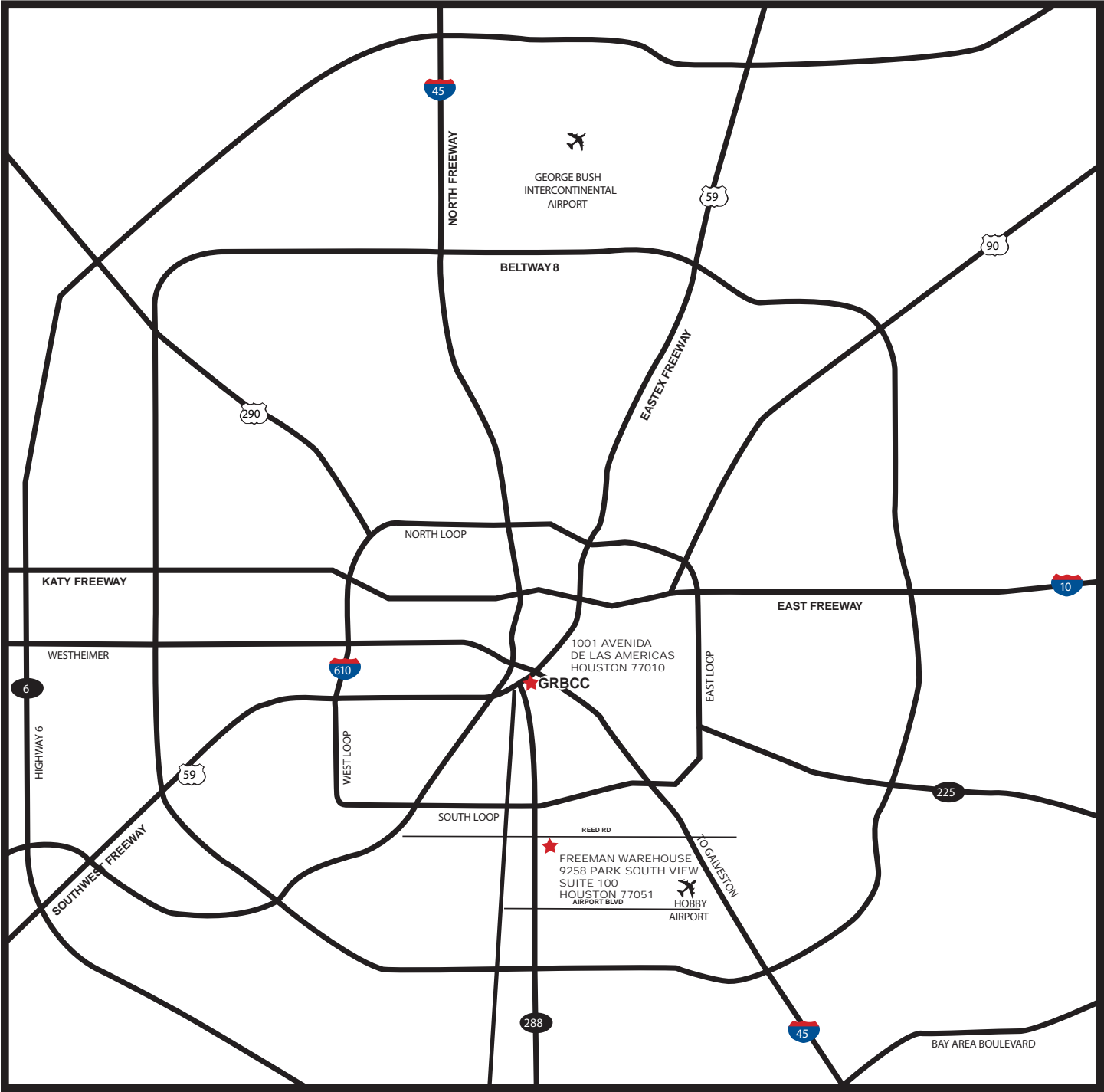
Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartres Street on the left before Texas Avenue

★ First Level loading docks entry gate is accessed on Chartres Street at Walker Street

★ Third Level Ramp is accessed from Chartres Street before Texas Avenue



GEORGE R BROWN CONVENTION CENTER & FREEMAN WAREHOUSE LOCATION



★ First Level Exhibitor Lot is accessed from entry gate on Chartres Street at Walker
★ Third Level Ramp is accessed from Chartres Street before Texas Avenue



WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

9258 Park South View, Suite 100
Houston, Texas 77051
Ph: 713-770-6750 • Fax: 469-621-5613

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 713-770-6750 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered 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, 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.

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

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

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday
4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
OVERTIME: (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.....	\$ 84.00	168.00
Special Handling Shipment.....	\$ 109.25	218.50
Carpet and/or Pad Only Shipment.....	\$ 126.00	252.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 77.75	155.50
Special Handling Shipment.....	\$ 101.25	202.50
Uncrated or Pad Wrapped Shipment.....	\$ 116.75	233.50
Carpet and/or Pad Only Shipment.....	\$ 116.75	233.50
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 02/12/2019 \$ 21.00 42.00
Show Site Shipment after 02/20/2019 \$ 19.50 39.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment..... \$ 19.50 39.00
Special Handling Shipment..... \$ 25.50 51.00
Uncrated or Pad Wrapped Shipment..... \$ 29.50 59.00
Carpet and/or Pad Only Shipment..... \$ 29.50 59.00

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment..... \$ 19.50 39.00
Special Handling Shipment..... \$ 25.50 51.00
Uncrated or Pad Wrapped Shipment..... \$ 29.50 59.00
Carpet and/or Pad Only Shipments..... \$ 29.50 59.00

LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours,

there will be an additional late fee per trip of **\$150.00**

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		Tax	n/a
		Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to 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, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 21, 2019

DEADLINE DATE IS: FEBRUARY 12, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

9258 PARK SOUTH VIEW

STE 100

HOUSTON, TX 77051

WAREHOUSE

EVENT: TCT MEETINGS - 467480

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 21, 2019

DEADLINE DATE IS: FEBRUARY 12, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

9258 PARK SOUTH VIEW

STE 100

HOUSTON, TX 77051

WAREHOUSE

EVENT: TCT MEETINGS - 467480

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 FEBRUARY 18, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS**

HOUSTON, TX 77010

SHOW SITE

EVENT: *TCT MEETINGS - 467480*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 18, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS**

HOUSTON, TX 77010

SHOW SITE

EVENT: *TCT MEETINGS - 467480*

BOOTH NO: _____ NO. _____ OF _____ PCS

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

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

FURNISH FORWARD

.....

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

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

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

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

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



SEATING

Naples



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

36"L 30"D 33"H

⚡ Powered options available



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

62"L 30"D 33"H

⚡ Powered options available



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

87"L 30"D 33"H

⚡ Powered options available

Munich



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

26"L 27"D 28.5"H



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

22.5"L 27"D 28.5"H



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

45"L 27"D 28.5"H



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

93.5"L 27"D 28.5"H

Baja

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

36"L 30.5"D 28"H

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

61"L 30.5"D 28"H



⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

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

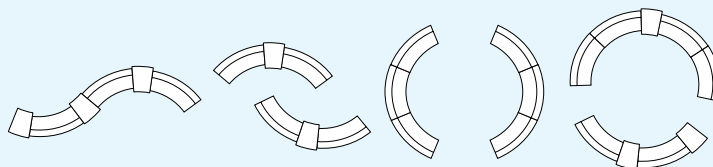
69"L 29"D 33"H

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

25"L 31"D 18"H



possible configurations



Key Largo



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

57"L 35"D 34"H



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

79"L 35"D 34"H



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

35"L 35"D 34"H

Allegro

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

36"L 34.5"D 30"H

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

73"L 34.5"D 30"H



SEATING

Fairfax

CHAIR **SELECT**

white vinyl/brushed metal **810949**

27"L 26"D 30"H

SOFA **SELECT**

white vinyl/brushed metal **830949**

62"L 26"D 30"H



Hopi

CHAIR **SELECT**

gray linen **810140**

21"L 25"D 34"H

LOVESEAT **SELECT**

gray linen **830150**

48"L 25"D 34"H



Tangiers

CHAIR **SELECT**

ivory/cream/beige fabric **810118**

34"L 37"D 36"H

LOVESEAT **SELECT**

ivory/cream/beige fabric **830220**

57.5"L 37"D 37"H

SOFA **SELECT**

ivory/cream/beige fabric **830118**

78"L 37"D 36"H



CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

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

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

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

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



OTTOMANS

HALF BENCH OTTOMAN **SELECT** white vinyl **815119**

39"L 23"D 18"H



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

18"L 18"D 18"H



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

17" Round 18"H



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

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

 Powered

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



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone

(4) quarter curve ottomans

72" Round 51"H

 See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

OTTOMANS



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H

OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR **ESSENTIALS** 71089

21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR **ESSENTIALS** 71090

20"W 21"L 33"H

LAGUNA CHAIR **SELECT** maple/chrome 810861

18"L 19"D 34"H



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

18"W 17.75"L 33"H

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

30"L 30"D 31"H



ITEMS PICTURED BELOW

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

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



OCCASIONAL CHAIRS

MEETING CHAIR SELECT

white vinyl **810948**

espresso vinyl **810835**

taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR SELECT

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR SELECT

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR SELECT

gray molded plastic **810131**

green molded plastic **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**

without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable



PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



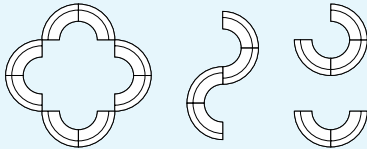
BARS & BARSTOOLS

MARTINI BAR **SELECT**

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

67"L 22"D 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**

71088

22"W 18"L 46"H

GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

LAGUNA BARSTOOL **SELECT**

maple/chrome **810860**

18"L 20"D 47"H



LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

LIFT BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



APEX BARSTOOL **SELECT**

black vinyl **810951**

blue ultra suede **810952**

red vinyl **810953**

white vinyl **810954**

21"L 21"D 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

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

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

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

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



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

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



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL **SELECT**

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

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

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

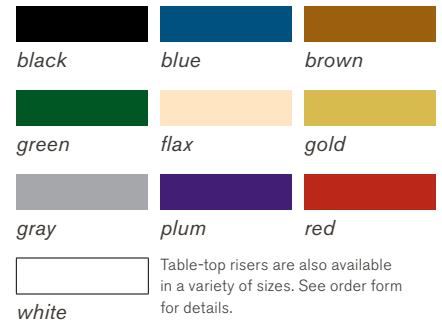
ITEMS PICTURED BELOW

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

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



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

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

COUNTERS

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

TABLES*

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

COUNTERS*

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

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



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

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



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

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



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

30" Round 30"H

72064

36" Round 30"H



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

30" Round 42"H

720164

36" Round 42"H



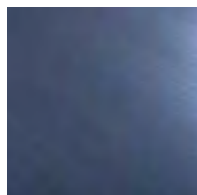
**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201208**

30" Round 29"H



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

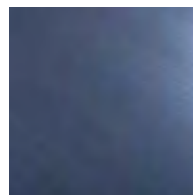
30" Round 45"H



actual color

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

30" Round 29"H



actual color

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

30" Round 42"H

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



Atomic

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

36" Round 30"H

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

42" Round 30"H



OCCASIONAL, END & COCKTAIL TABLES

Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H



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

26"L 26"D 20"H

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

50"L 22"D 16"H

Sydney

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

27"L 23"D 22"H



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

48"L 26"D 18"H

⚡ Powered options available

OCCASIONAL, END & COCKTAIL TABLES

Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15" Round 22"H

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

20"L 20"D 20"H



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

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



Rustique

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

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

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

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



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT***glass/black steel* **82041***glass/chrome* **82051****60"L** **36"D** **29"H****MADISON CONFERENCE TABLE** **SELECT***gray acajou* **820260****42" Round** **29"H****42" ROUND WHITE CONFERENCE TABLE** **SELECT***white laminate* **820708****42" Round** **29"H****6' OVAL CONFERENCE TABLE** **SELECT***granite nebula* **820203****72"L** **42"D** **29"H**

CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

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

laminate/metal

82058

72"L 26"D 30"H



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

laminate/metal

82067

72"L 26"D 30"H

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

laminate/metal

82063

72"L 26"D 30"H



CONFERENCE TABLES



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



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



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



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



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

OFFICE



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

60"L 30"D 29"H



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

60"L 20"D 29"H



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

36"L 12"D 72"H



COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

ITEMS PICTURED BELOW

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

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

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

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

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

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



POWERED

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

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H

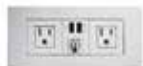


Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

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

72.25"L 26.25"D 42"H

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

72.25"L 26.25"D 42"H



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

72"L 26"D 30"H

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

72"L 26"D 30"H



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

60"L 30"D 30"H

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

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

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

24"L 24"D 36"H

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

24"L 24"D 42"H



Power Panel Detail

BANQUETTE

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

38" Round 51"H

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



*Electrical power must be ordered separately

POWERED

STORAGE

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

16"L 20"D 28"H



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

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



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

36"W 18"L 72"H



REFRIGERATOR



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

19"W 19"L 34"H



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

28"L 28"D 64"H

LIGHTING



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

16" Round 26"H



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

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

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



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

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

42"H

CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 66" sign

ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

CHROME COAT TREE **ESSENTIALS** 220109

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

BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

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

CHROME BAG RACK **ESSENTIALS** 220110

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



SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



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

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Naples Group - Black Vinyl

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

Munich Group - Gray Fabric

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

Baja Group - White Vinyl

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

South Beach Group - Platinum Suede

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

Key Largo Group - Black Fabric

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

Allegro Group - Blue Fabric

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

Fairfax Group - White Vinyl

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

Hopi Group - Gray Linen

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

Tangiers Group - Beige Fabric

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

CASUAL SEATING

Ottomans

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	137.50	151.25	192.50	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	137.50	151.25	192.50	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	137.50	151.25	192.50	_____
_____	81530*	Vibe Cube - Black Vinyl.....	119.50	131.45	167.30	_____
_____	81531*	Vibe Cube - White Vinyl.....	119.50	131.45	167.30	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	128.00	140.80	179.20	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	128.00	140.80	179.20	_____
_____	815151*	Marche Swivel - Gray Fabric.....	211.00	232.10	295.40	_____
_____	815154*	Marche Swivel - Red Fabric.....	211.00	232.10	295.40	_____
_____	815159*	Marche Swivel - Blue Fabric.....	211.00	232.10	295.40	_____
_____	815152*	Marche Swivel - Linen Fabric.....	211.00	232.10	295.40	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	211.00	232.10	295.40	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	211.00	232.10	295.40	_____
_____	815156*	Marche Swivel - Plum Fabric.....	211.00	232.10	295.40	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	211.00	232.10	295.40	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	211.00	232.10	295.40	_____
_____	815150*	Marche Swivel - White Vinyl.....	211.00	232.10	295.40	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	178.00	195.80	249.20	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	568.50	625.35	795.90	_____
_____	8507*	Quarter Curve Ottoman.....	551.00	606.10	771.40	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	396.00	435.60	554.40	_____
_____	81551*	Brown Fabric.....	396.00	435.60	554.40	_____
_____	81552*	Gray Fabric.....	396.00	435.60	554.40	_____
_____	81553*	Linen Fabric.....	396.00	435.60	554.40	_____
_____	81554*	Ocean Blue Fabric.....	396.00	435.60	554.40	_____
_____	81555*	Red Fabric.....	396.00	435.60	554.40	_____
_____	81556*	White Vinyl.....	396.00	435.60	554.40	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	124.00	136.40	173.60	_____
_____	71090	Black Diamond Arm Chair.....	163.50	179.85	228.90	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	125.50	138.05	175.70	_____
_____	210108	Limerick® Chair by Herman Miller.....	67.00	73.70	93.80	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	775.00	852.50	1,085.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	802.50	882.75	1,123.50	_____
_____	810948*	Meeting Chair - White Vinyl.....	339.00	372.90	474.60	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	207.50	228.25	290.50	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	271.00	298.10	379.40	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	388.00	426.80	543.20	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	426.00	468.60	596.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	94.00	103.40	131.60	
	810130*	Malba Chair - Green Molded Plastic.....	94.00	103.40	131.60	
	810846*	Christopher Chair - White Vinyl/Chrome.....	113.50	124.85	158.90	
	810851*	Zenith Chair - White/Chrome.....	147.00	161.70	205.80	
	810841*	Rustique Chair - Gunmetal.....	120.00	132.00	168.00	
	810837*	Razor Armless Chair - White High Density Plastic....	57.00	62.70	79.80	
	810875*	Swanson Swivel Chair - White Vinyl.....	251.50	276.65	352.10	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	105.50	116.05	147.70	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	105.50	116.05	147.70	
	810847*	Wendy Chair - Clear Acrylic.....	113.50	124.85	158.90	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	264.50	290.95	370.30	
	71045	Gray Gaslift Chair Without Arms.....	245.00	269.50	343.00	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	296.00	325.60	414.40	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	341.00	375.10	477.40	
	810844*	Pro Executive High Back Chair - White Vinyl.....	271.00	298.10	379.40	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	339.00	372.90	474.60	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	420.50	462.55	588.70	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	350.50	385.55	490.70	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	440.50	484.55	616.70	
Bars & Barstools						
	8501*	Martini Bar.....	1,339.50	1,473.45	1,875.30	
	71088	Black Diamond Stool.....	170.00	187.00	238.00	
	71048	Gray Gaslift Stool with Arms.....	282.50	310.75	395.50	
	71047	Gray Gaslift Stool without Arms.....	264.50	290.95	370.30	
	810860*	Laguna Barstool - Maple/Chrome.....	158.50	174.35	221.90	
	210109	Limerick® Stool by Herman Miller.....	118.00	129.80	165.20	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	153.00	168.30	214.20	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	153.00	168.30	214.20	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	153.00	168.30	214.20	
	810870*	Lift Barstool - White Vinyl/Chrome.....	153.00	168.30	214.20	
	810951*	Apex Barstool - Black Vinyl.....	185.50	204.05	259.70	
	810952*	Apex Barstool - Blue Ultra Suede.....	185.50	204.05	259.70	
	810953*	Apex Barstool - Red Vinyl.....	185.50	204.05	259.70	
	810954*	Apex Barstool - White Vinyl.....	185.50	204.05	259.70	
	810103*	Banana Barstool - White Vinyl/Chrome.....	184.50	202.95	258.30	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	184.50	202.95	258.30	
	810850*	Zenith Barstool - White/Chrome.....	147.00	161.70	205.80	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	290.50	319.55	406.70	
	810848*	Christopher Barstool - White.....	251.50	276.65	352.10	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	323.50	355.85	452.90	
	810839*	Rustique Barstool - Gunmetal.....	120.00	132.00	168.00	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	232.50	255.75	325.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	232.50	255.75	325.50	

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

_____	130330	Draped Table 3'L x 30"H.....	98.00	107.80	137.20	_____
_____	130430	Draped Table 4'L x 30"H.....	115.00	126.50	161.00	_____
_____	130630	Draped Table 6'L x 30"H.....	145.75	160.35	204.05	_____
_____	130830	Draped Table 8'L x 30"H.....	162.00	178.20	226.80	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	38.50	42.35	53.90	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	38.50	42.35	53.90	_____
_____	130342	Draped Counter 3'L x 42"H.....	151.50	166.65	212.10	_____
_____	130442	Draped Counter 4'L x 42"H.....	168.00	184.80	235.20	_____
_____	130642	Draped Counter 6'L x 42"H.....	179.50	197.45	251.30	_____
_____	130842	Draped Counter 8'L x 42"H.....	206.50	227.15	289.10	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	46.50	51.15	65.10	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	46.50	51.15	65.10	_____

Undraped Tables & Counters

_____	131330	Undraped Table 3'L x 30"H.....	50.50	55.55	70.70	_____
_____	131430	Undraped Table 4'L x 30"H.....	55.50	61.05	77.70	_____
_____	131630	Undraped Table 6'L x 30"H.....	68.00	74.80	95.20	_____
_____	131830	Undraped Table 8'L x 30"H.....	80.50	88.55	112.70	_____
_____	131342	Undraped Counter 3'L x 42"H.....	70.50	77.55	98.70	_____
_____	131442	Undraped Counter 4'L x 42"H.....	76.00	83.60	106.40	_____
_____	131642	Undraped Counter 6'L x 42"H.....	91.50	100.65	128.10	_____
_____	131842	Undraped Counter 8'L x 42"H.....	104.00	114.40	145.60	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	44.25	48.70	61.95	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	193.00	212.30	270.20	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	199.00	218.90	278.60	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	118.00	129.80	165.20	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	194.00	213.40	271.60	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	209.50	230.45	293.30	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	193.00	212.30	270.20	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	193.00	212.30	270.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	193.00	212.30	270.20	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	193.00	212.30	270.20	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	317.00	348.70	443.80	
	8201207*	Hydraulic Base Bar Table - Maple.....	329.50	362.45	461.30	
	8201203**	Standard Base Cafe Table - Blue Steel.....	228.00	250.80	319.20	
	8201204**	Standard Base Bar Table - Blue Steel.....	273.00	300.30	382.20	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	352.50	387.75	493.50	
	8201211*	Hydraulic Base Bar Table - Graphite.....	362.50	398.75	507.50	
	8201206*	Hydraulic Base Cafe Table - Maple.....	343.00	377.30	480.20	
	8201205*	Hydraulic Base Bar Table - Maple.....	342.00	376.20	478.80	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	336.50	370.15	471.10	
	820125*	Hydraulic Base Bar Table - White Laminate.....	366.50	403.15	513.10	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	292.00	321.20	408.80	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	292.00	321.20	408.80	
	820265*	Madison Cafe Table - Gray Acajou.....	230.50	253.55	322.70	
	820264*	Madison Bar Table - Gray Acajou.....	230.50	253.55	322.70	
	8201220*	30" Cafe Table Black Base - White Laminate.....	230.00	253.00	322.00	
	8201221*	30" Bar Table Black Base - White Laminate.....	246.00	270.60	344.40	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	248.00	272.80	347.20	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	263.50	289.85	368.90	
	820252*	Alondra End Table - Glass/Chrome.....	213.00	234.30	298.20	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	296.50	326.15	415.10	
	820253*	Alondra End Table - Wood/Chrome.....	213.00	234.30	298.20	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	296.50	326.15	415.10	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	82028*	Geo End Table - Wood/Black Steel.....	251.50	276.65	352.10	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	258.00	283.80	361.20	
	82035*	Geo End Table - Glass/Chrome.....	304.00	334.40	425.60	
	82034*	Geo Cocktail Table - Glass/Chrome.....	373.00	410.30	522.20	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	231.50	254.65	324.10	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	231.50	254.65	324.10	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	278.50	306.35	389.90	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	278.50	306.35	389.90	

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Occasional, End & Cocktail Tables (continued)

	82075*	Regis End Table - Brushed Metal.....	287.50	316.25	402.50	
	82074*	Regis Bench Table - Brushed Metal.....	404.50	444.95	566.30	
	820844*	Aura Round Table - White Metal.....	115.50	127.05	161.70	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	178.00	195.80	249.20	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	418.00	459.80	585.20	
	82044*	Geo Square-Round Table - Glass/Chrome.....	418.00	459.80	585.20	
	82088*	Oliver End Table - Walnut Finish.....	224.00	246.40	313.60	
	82087*	Oliver Table - Walnut Finish.....	251.50	276.65	352.10	
	8201226*	Rustique Square Metal Bar Table - Gray.....	372.00	409.20	520.80	

Conference Tables

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

Office

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

Computer Desks/Tables

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

POWERED

Powered Seating

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

Powered Tables

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

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

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

Powered Tables (continued)

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

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	487.50	536.25	682.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	487.50	536.25	682.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	581.50	639.65	814.10	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	564.50	620.95	790.30	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	511.50	562.65	716.10	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	142.00	156.20	198.80	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	179.50	197.45	251.30	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	494.00	543.40	691.60	_____

Refrigerator

_____	75057	Small Refrigerator.....	452.50	497.75	633.50	_____
_____	8503001*	Refrigerator - White.....	767.50	844.25	1,074.50	_____

Lighting

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

Display

_____	75020	Display Cylinder - Black - Low.....	219.50	241.45	307.30	_____
_____	75021	Display Cylinder - Black - Medium.....	254.00	279.40	355.60	_____
_____	75022	Display Cylinder - Black - High.....	300.00	330.00	420.00	_____
_____	75030	Display Cube - Black - 12" Small.....	233.00	256.30	326.20	_____
_____	75031	Display Cube - Black - 18" Medium.....	250.50	275.55	350.70	_____
_____	75032	Display Cube - Black - 24" Large.....	291.00	320.10	407.40	_____
_____	75079	Orion Computer Kiosk - Black.....	402.50	442.75	563.50	_____
_____	72056	Display Counter - Black.....	375.50	413.05	525.70	_____

Tablet Stand

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

Tablet Stand Accessories

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

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	118.00	129.80	165.20	_____
_____	220118	Chrome Sign Holder.....	93.50	102.85	130.90	_____
_____	750135	Round Literature Rack.....	217.50	239.25	304.50	_____
_____	750136	Flat Literature Rack.....	187.50	206.25	262.50	_____

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

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

Accessories (continued)

_____	220109	Chrome Coat Tree.....	54.00	59.40	75.60	_____
_____	220134	Aluminum Easel.....	52.50	57.75	73.50	_____
_____	220110	Chrome Bag Rack.....	116.00	127.60	162.40	_____
_____	10201484	Floor Standing Bulletin Board.....	205.00	225.50	287.00	_____
_____	220106	Corrugated Wastebasket.....	18.00	19.80	25.20	_____

Special Drape

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

_____	12103	Special Drape 3'H (per ft.).....	20.00	22.00	28.00	_____
_____	12108	Special Drape 8'H (per ft.).....	23.50	25.85	32.90	_____

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

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

*Asterisk indicates item is a Freeman Select furnishing

Take advantage of the Online price
by ordering at www.freeman.com before
JANUARY 23, 2019

FROM THE GROUND UP

.....

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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

CLASSIC CARPET

Custom Cut

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

Standard Cut

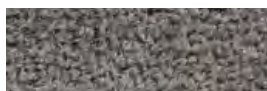
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 328.00	\$ 360.80	\$ 459.20	_____
_____	10' x 20' Classic Carpet	\$ 655.50	\$ 721.05	\$ 917.70	_____
_____	10' x 30' Classic Carpet	\$ 984.00	\$ 1,082.40	\$ 1,377.60	_____
_____	10' x 40' Classic Carpet	\$ 1,312.00	\$ 1,443.20	\$ 1,836.80	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 138.50	\$ 152.35	\$ 193.90	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 277.00	\$ 304.70	\$ 387.80	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 415.50	\$ 457.05	\$ 581.70	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 554.00	\$ 609.40	\$ 775.60	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 277.00	\$ 304.70	\$ 387.80	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 554.00	\$ 609.40	\$ 775.60	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 831.00	\$ 914.10	\$ 1,163.40	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,108.00	\$ 1,218.80	\$ 1,551.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.00	\$ 1.10	\$ 1.40	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 176.25	\$ 193.90	\$ 246.75	_____
_____	9' x 20' Classic Carpet	\$ 342.00	\$ 376.20	\$ 478.80	_____
_____	9' x 30' Classic Carpet	\$ 513.00	\$ 564.30	\$ 718.20	_____
_____	9' x 40' Classic Carpet	\$ 684.00	\$ 752.40	\$ 957.60	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 124.50	\$ 136.95	\$ 174.30	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 249.00	\$ 273.90	\$ 348.60	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 373.50	\$ 410.85	\$ 522.90	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 498.00	\$ 547.80	\$ 697.20	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 249.00	\$ 273.90	\$ 348.60	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 498.00	\$ 547.80	\$ 697.20	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 747.00	\$ 821.70	\$ 1,045.80	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 996.00	\$ 1,095.60	\$ 1,394.40	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.00	\$ 1.10	\$ 1.40	_____

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

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

standard size carpet

FREEMAN

Take advantage of the Online price
by ordering at www.freeman.com
before JANUARY 23, 2019

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(713) 770-6750** to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.50**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.50	\$ 3.85	\$ 4.90	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.00	\$ 4.40	\$ 5.60	_____
Over 700 sq. ft.		\$ 3.50	\$ 3.85	\$ 4.90	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.00	\$ 5.50	\$ 7.00	_____
Over 700 sq. ft.		\$ 4.50	\$ 4.95	\$ 6.30	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.50**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.50	\$ 1.65	\$ 2.10	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.00	\$ 1.10	\$ 1.40	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 3.00	\$ 3.30	\$ 4.20	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.00	\$ 2.20	\$ 2.80	_____

TOTAL COST

Sub- Total	+	8.25% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before JANUARY 23, 2019

cut to size carpet
FREEMAN

FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

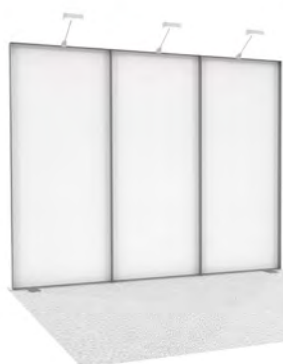
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

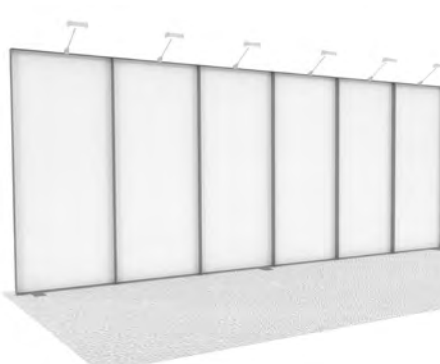
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

CLASSIC CARPET

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

9' x 10' or 9' x 20' (16 oz.) – Color Options Included with Rental Package Options



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

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

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS



This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,155.00	\$ 5,817.00	_____

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,350.00	\$ 3,290.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 67.00	\$ 93.80	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 154.50	\$ 216.30	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.50	\$ 28.70	_____

QUICK TIPS

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

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

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

TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

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



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



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



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

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



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

Rental Exhibits Include:

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

questions?

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



“CLEAN FOOTPRINT” BOOTH PACKAGE

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

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(713) 770-6750** to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,626.50	3,677.10	<input type="checkbox"/> 10' x 20'	5,001.50	7,002.10
Package 2	<input type="checkbox"/> 10' x 10'	2,283.50	3,196.90	<input type="checkbox"/> 10' x 20'	4,166.50	5,833.10
Package 3	<input type="checkbox"/> 10' x 10'	2,854.00	3,995.60	<input type="checkbox"/> 10' x 20'	4,795.50	6,713.70
Package 4	<input type="checkbox"/> 10' x 10'	2,854.00	3,995.60	<input type="checkbox"/> 10' x 20'	4,795.50	6,713.70
Package 5	<input type="checkbox"/> 10' x 10'	2,626.50	3,677.10	<input type="checkbox"/> 10' x 20'	4,510.50	6,314.70
Package 6	<input type="checkbox"/> 10' x 10'	2,626.50	3,677.10	<input type="checkbox"/> 10' x 20'	4,510.50	6,314.70

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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FLEXING TO FIT YOUR NEEDS

.....

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

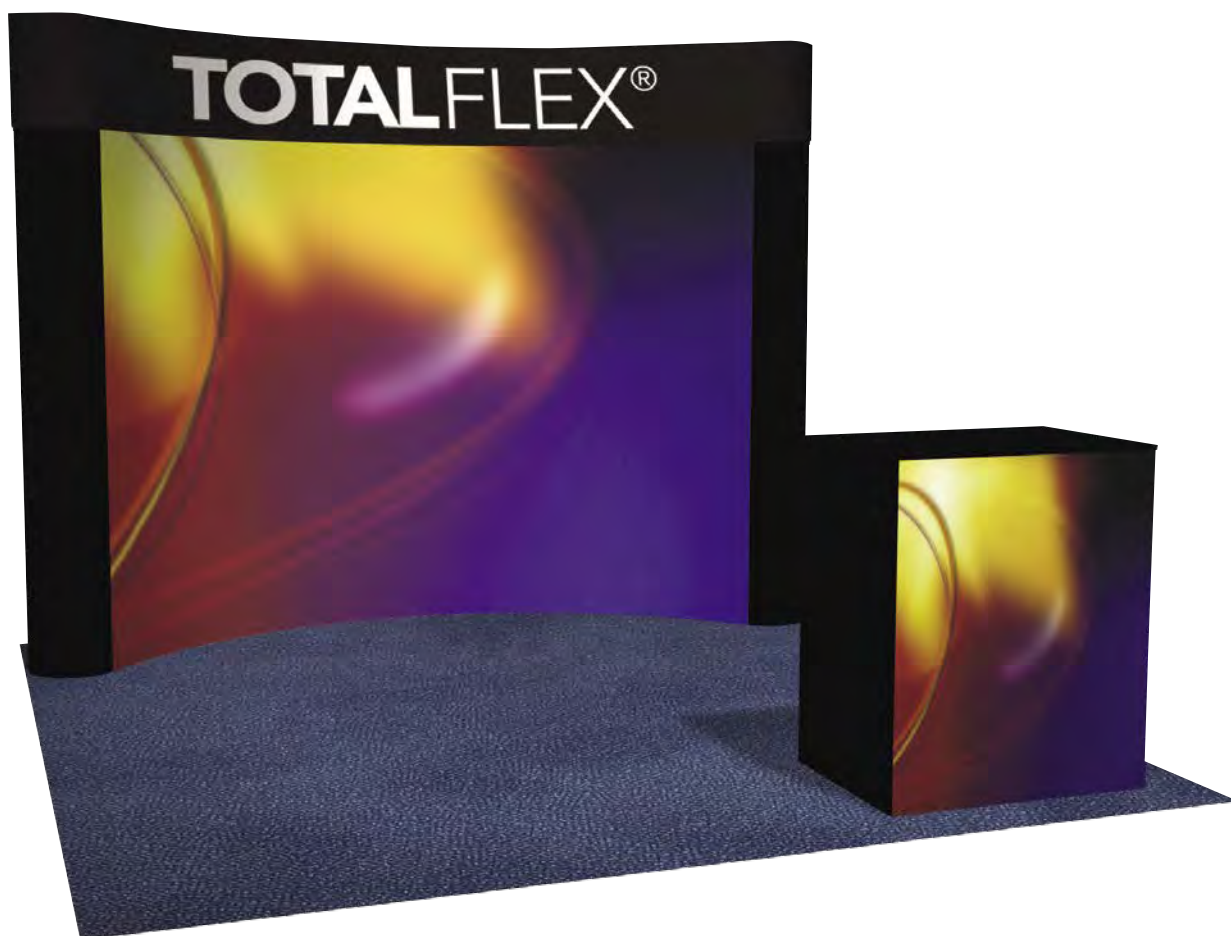


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

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

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



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

totalflex
FREEMAN

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	995.90	1,394.25	_____	_____
40"H x 8"W	1,109.70	1,553.60	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,500.50	2,100.70	_____	_____
40"H x 8"W	1,656.00	2,318.40	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

*Other Colors Also Available for Purchase Units

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

Table Drape:

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

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,871.50	2,620.10	_____	_____
8'H x 10'W	2,087.00	2,921.80	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,955.00	4,137.00	_____	_____
8'H x 10'W	3,437.00	4,811.80	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

*Other Colors Also Available for Purchase Units

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	184.50	258.30	_____		_____	274.00	383.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	95.00	133.00	_____		_____	202.00	282.80	_____
1715802	Straight Shelf	_____	72.00	100.80	_____		_____	136.00	190.40	_____
1715803	Angled Shelf	_____	72.00	100.80	_____		_____	136.00	190.40	_____

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 + 8.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

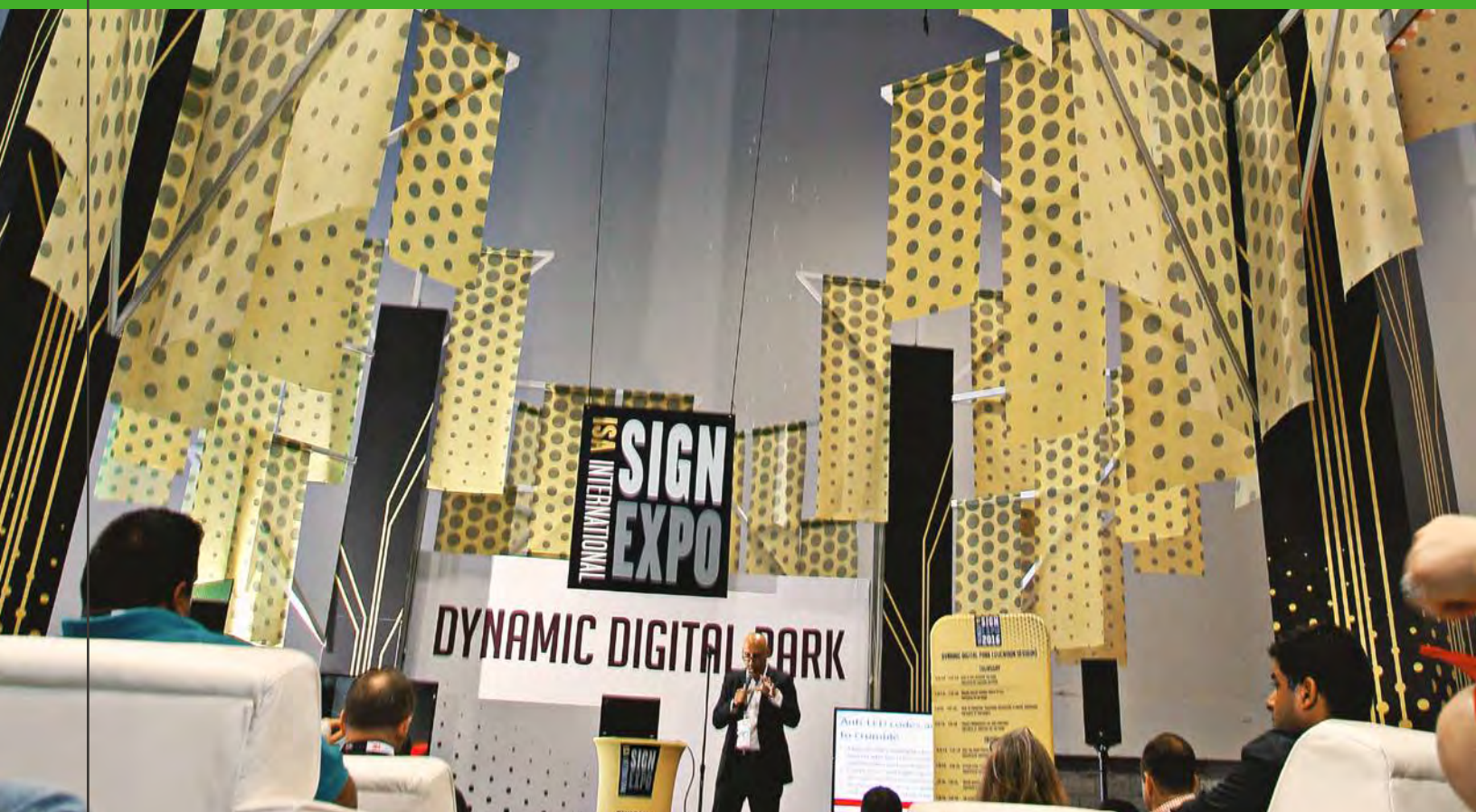
Sub-Total + 8.25% Tax = Total Cost

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

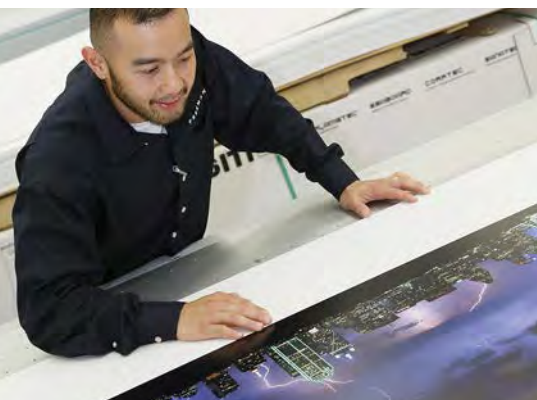
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 22.00 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 33.00 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:

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

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 51.50	77.25 =	_____
7" x 22"	@ 56.50	84.75 =	_____
7" x 44"	@ 58.50	87.75 =	_____
9" x 44"	@ 71.00	106.50 =	_____
11" x 14"	@ 65.00	97.50 =	_____
14" x 22"	@ 74.00	111.00 =	_____
14" x 44"	@ 77.50	116.25 =	_____
22" x 28"	@ 116.00	174.00 =	_____
28" x 44"	@ 171.50	257.25 =	_____
20" x 60"	@ 208.50	312.75 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

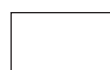
* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8.25 % 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 (713) 770-6750 for assistance.

FREEMAN

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613

DISCOUNT PRICE
DEADLINE DATE
JANUARY 23, 2019

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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

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


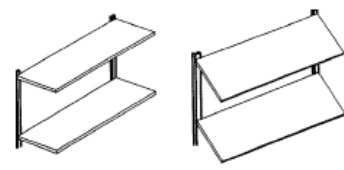
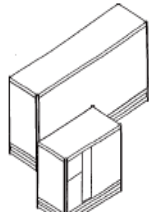
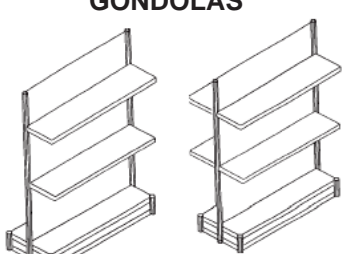

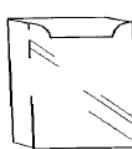
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light	65.90	92.25	_____
_____	172514	4' Tracklight (3 lights)	266.75	373.45	_____
_____	17252	Halogen Light	75.00	105.00	_____

CABINETS & LOCKS					
Cabinets					
<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.....	532.50	745.50	_____
_____	17306	1M x 1/2M x 42" High.....	532.50	745.50	_____
_____	17308	2M x 1/2M x 36" High.....	644.00	901.60	_____
_____	17309	2M x 1/2M x 42" High.....	644.00	901.60	_____
_____	173010	1M Radius x 1/2M x 36" High.	681.00	953.40	_____
_____	173011	1M Radius x 1/2M x 42" High..	681.00	953.40	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock	9.50	13.30	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<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...	427.50	598.50	_____
_____	174542	Double Sided 1M x 4' High..	590.00	826.00	_____
_____	174581	Single Sided 1M x 8' High...	442.00	618.80	_____
_____	174582	Double Sided 1M x 8' High..	590.00	826.00	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES					
_____	17201	1M Straight (37" x 12")	76.00	106.40	_____
_____	17206	1M Angled (37" x 12")	88.50	123.90	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
LITERATURE POCKETS					
_____	174015	For 8 1/2 x 11 Literature	29.50	41.30	_____

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

Don't see what you need?
Please call Exhibitor Sales at (713) 770-6750.

07/17 (467480)

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

FREEMAN exhibit accessories

UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS

To assist you in planning your participation in your Houston show, 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 the various unions have, we ask that you read the following:

CARPENTERS LOCAL 551

Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Installation & Dismantle Labor section in the Freeman order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use of mechanical equipment, such as pallet jacks, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

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

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

LET US DO THE HEAVY LIFTING

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



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

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

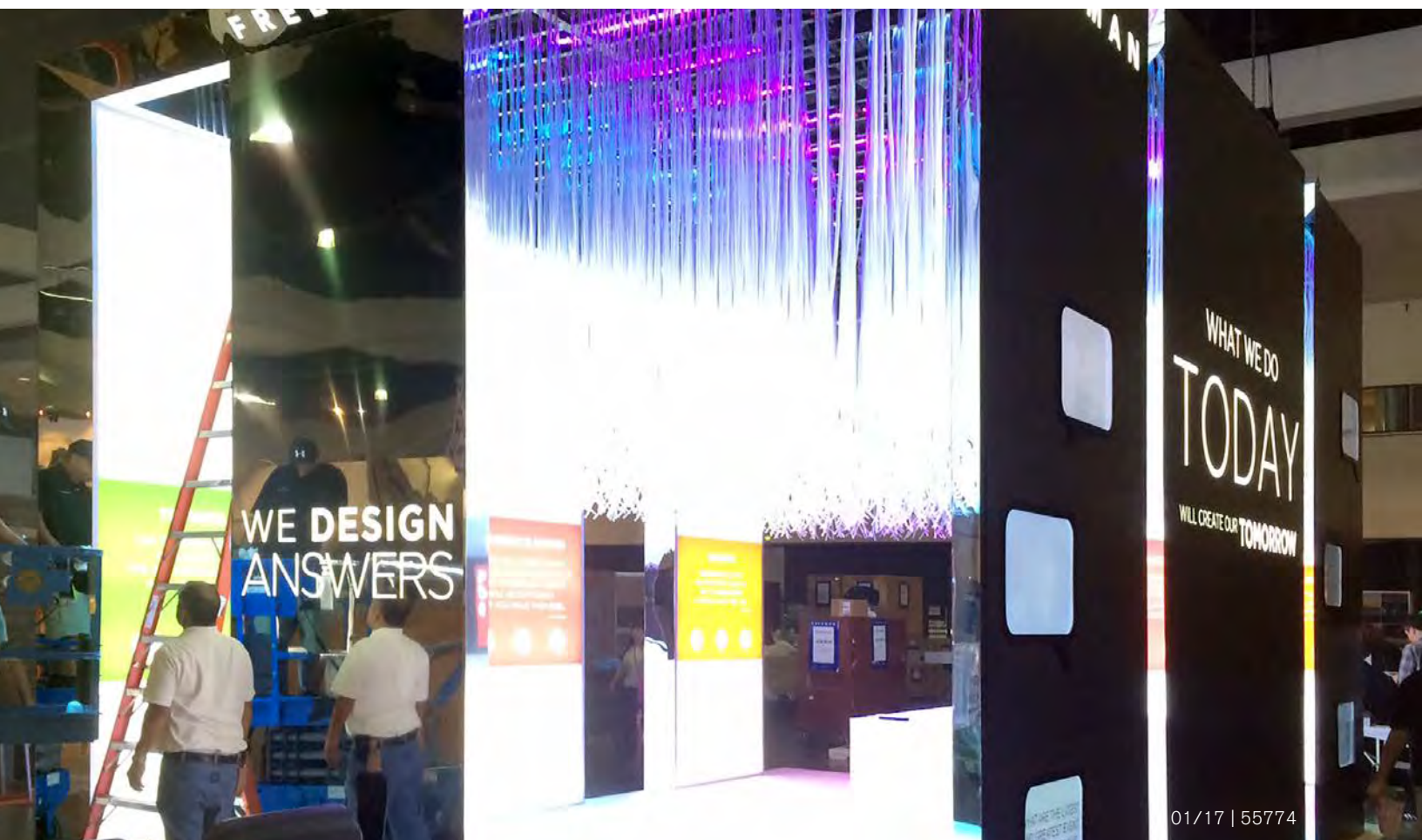
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



FREEMAN

9258 Park South View, Suite 100
Houston, Texas 77051
Ph: 713-770-6750 • Fax: 469-621-5613

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019

COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 713-770-6750 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 101.00	\$ 141.50
Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 151.50	\$ 212.00
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 202.00	\$ 283.00

- 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)					= \$ _____	
Tax					= \$ (N/A)	
Total Installation					= \$ _____	

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

Freeman installation & dismantle labor

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ **Freeman Exhibit Transportation:**

☐ **Other Carrier:**

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN installation & dismantle labor

FREEMAN

9258 Park South View, Suite 100
Houston, Texas 77051
Ph: 713-770-6750 • Fax: 469-621-5613

DEADLINE DATE
JANUARY 23, 2019

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

NAME OF SHOW: **TCT MEETINGS - 467480 / FEBRUARY 20-24, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 713-770-6750 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 6:00 A.M. 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	Standard Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 136.00	\$190.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	183.50	256.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	147.50	206.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	194.50	272.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	153.50	215.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	201.00	281.00
3140300	Forklift w/operator - up to 30,000 lbs - ST.....	178.00	248.50
3140301	Forklift w/operator - up to 30,000 lbs - OT.....	225.50	315.50
3090600	Man Cage for Forklift.....	51.50	
3090700	Boom for Forklift.....	51.50	
RIGGING LABOR			
3020100	Rigger - ST.....	101.00	141.50
3020101	Rigger - OT.....	151.50	212.00

MOBILE UNIT SPOTTING FEE

257024 Mobile Unit Spotting Fee (Round Trip).....\$ 267.00

INSTALLATION

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

DISMANTLE

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

Exhibits: February 20 - 23, 2019
George R. Brown CC | Houston, TX

***Order By: January 23, 2019 to Receive Early Order Pricing!**



Exhibiting Company Name: _____ **Booth #:** _____

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$295.00	\$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	

Additional Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after January 23, 2019.**

Contact Your Freeman Representative	Total Your Order	
BRYCE PETERS bryce.peters@freeman.com Phone: 512.827.3223 Fax: 469.621.5613 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total	
	28% Handling Charge (\$123.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	State Sales Tax (8.25%)	
	TOTAL CHARGES:	
** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors ** Electrical Services are not included in equipment pricing.		

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 512.827.3223 with questions.*

On-Site Contact Person:	Cell Phone:
Please Select Your Preferred Date and Time of Delivery (Choose One):	
Tuesday, February 19, 2019	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
If You Have a Special Delivery Request, Please Note it Here:	

Payment Information

Method of Payment (Choose One):

- ☐ **Credit Card *** In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- ☐ **Check *** Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.
- ☐ **Key Account *** Key Account customers have been pre-approved with net 30 terms.
- ☐ **Bank Transfer *** Please reference the Show Name and Booth Number so we may properly credit your account.
- Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
 Physical address routing identifiers: 100 West 33rd Street, New York, NY
- International Wire Transfer**
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
 CHIPS address: 0959 Freeman Audio Visual, Inc.
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY
- ACH Direct Deposit**
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

**** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.**

**** All payments must be made in advance in US funds.**

**** Full payment, including any applicable tax, is due at the time the order is placed.**

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

SPENCER FLORABUNDA LLC

P.O. BOX 88207

HOUSTON, TX 77288-0207

713-222-6666

FAX 713-247-9340

sales@florabundatx.com



TCT | Transplantation and Cellular Therapy Meetings

of ASBMT and CIBMTR

FEBRUARY 20 - 24, 2019

GEORGE R. BROWN CONVENTION CENTER

HOUSTON, TEXAS

FOR SALE (circle color choice)				Unit Price	Qty	Total
Potted Mum	Yellow	White	Lavender	\$25.00		
Reiger Begonia	Pink	Yellow	Red	25.00		
Bromeliad	Red	Purple	Orange	40.00		
Orchid	Purple	White		50.00		
Fresh Cut Flowers (circle shape & style)						
Small - Round or One sided / Traditional or Tropical Flowers				70.00		
Large - Round or One sided / Traditional or Tropical Flowers				90.00		
Color Preference?						
RENTAL						
3' green plant				40.00		
4' green plant				50.00		
5' green plant				60.00		
6' green plant				70.00		
8' green plant				95.00		
Fern Large				35.00		
Fern Small				25.00		
Ivy (6" pot)				25.00		
Green plant (6" pot)				25.00		
<i>Note: Decorative pots are black.</i>						
DISCOUNT PACKAGES (circle color choice)						
Package #1	Yellow	White	Lavender	110.00		
Package #2	Yellow	White	Lavender	250.00		
Package #3	Yellow	White	Lavender	500.00		
WHITE LIGHTS for Ficus (additional cost per tree)				45.00		
<i>Note: Customer must provide power and extension cords.</i>						
BUBBLE BOWL (for business cards)				25.00		
<p>NOTE: A 10% fee will be added to all orders placed at the show site.</p> <p style="text-align: right;"> Sub-total _____ Sales Tax (8.25%) _____ TOTAL _____ </p>						

DISCOUNT PACKAGES

PACKAGE #1
2 - 3' Green Plants
2 - Mum Plants
\$110.00

PACKAGE #2
4 - 4' Green Plants
4 Mum Plants
\$250.00

PACKAGE #3
3 - 3' Green Plants
4 - 4' Green Plants
8 Mum Plants
2 Large Fern
\$500.00

RENTAL POLICY:
 *Rental price includes delivery, pick-up, container, top dressing and service.

 *Plants are not intended for use outside.

 *All rental items remain the property of Spencer Florabunda Ltd. Missing items will be billed to the customer.

 *All prices are for the entire show.

 *Call for items not listed.

PAYMENT POLICY: Please include your payment with order to receive pre-show prices. All orders must be paid in full prior to delivery. Sale items are not refundable. Rental items cancelled after the move-in begins will be refunded at 50% off original price.

COMPANY NAME _____ BOOTH # _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ ORDERED BY _____

CONTACT E-MAIL ADDRESS: _____

() CHECK ENCLOSED (PAYABLE TO SPENCER FLORABUNDA LTD.)

() VISA () MasterCard () AMEX CARD # _____

EXPIRATION DATE: _____ SECURITY CODE: _____

PRINT NAME ON CARD _____ SIGNATURE _____



TCT

**TRANSPLANTATION &
CELLULAR THERAPY MEETINGSSM**
of ASBMT AND CIBMTR

Includes exhibitor access to our innovative web-based Lead Management System. Create unique groups from their collected scans and send personalized thank you messages, invitations, special email offers, and easily download your leads at any time.

DEVICE RENTAL

The Microscanner



The Microscanner is a non-app based barcode scanner. This device is perfect for those who prefer a simple point and scan device. This device is wireless and our most budget friendly device. Microscanners will need to be returned post-event for lead report generation.

Early Bird Pricing: \$299
Standard Pricing: \$350

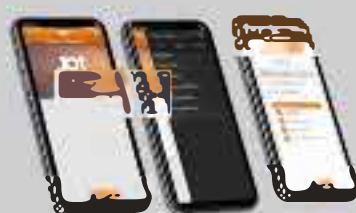
The Pro-Scanners



Get real-time data using our mobile app on our proscanner devices. This option for device rental utilizes the on board camera to scan your leads, take notes, adjust custom qualifiers, and export your leads at any time.

Early Bird Pricing: \$499
Standard Pricing: \$550

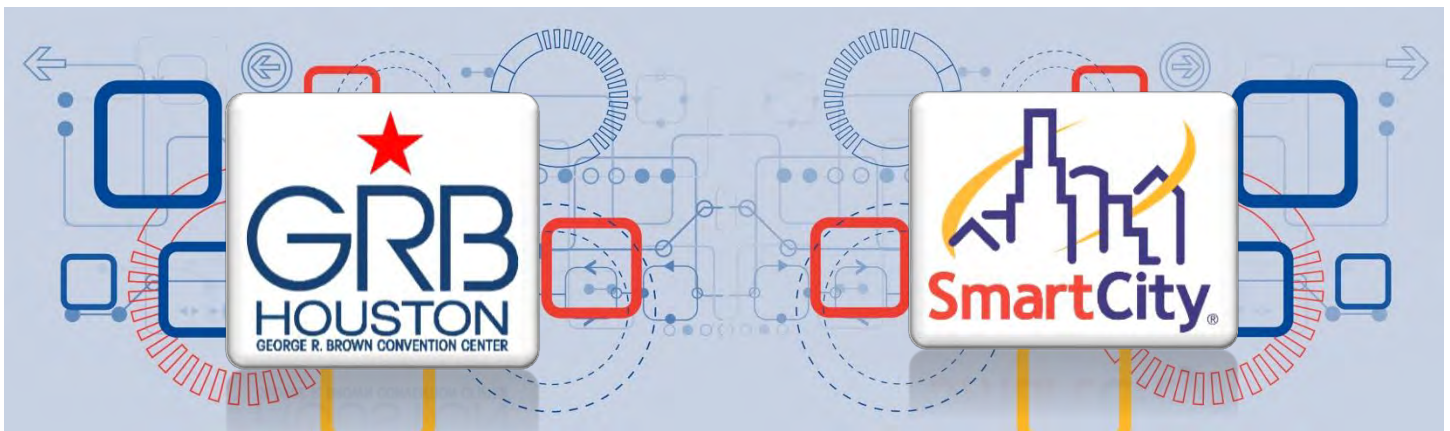
App-Based Scanning



Bring your own device and enjoy our lead retrieval app without the need for device rental. This option utilizes your smart device's camera to scan your leads, take notes in-app, adjust custom qualifiers, and export your leads at any time.

Early Bird Pricing: \$349
Standard Pricing: \$400

Early Bird Deadline: 1/23/2019
Order Here: <https://bit.ly/2MHgVZx>



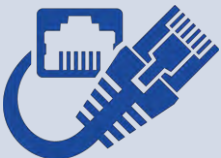
Transplantation and Cellular Therapy Meetings

February 20th – February 23rd, 2019

Order 14 days prior to the 1st day of the event move-in for incentive rate.

Incentive deadline for the above event is February 5th, 2019

Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.



Hardwired Internet Service

- Dedicated Bandwidth Services



To review and order our services visit
<https://orders.smartcitynetworks.com>



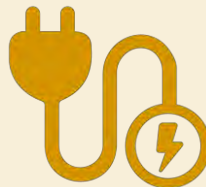
Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



Electrical Services

- Duplex Outlets
- Flood Lights
- 120/208/480 Services



Plumbing Service

- Compressed Air
- Water fill and drain
- Natural Gas Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.
GRB Convention Center, Houston, TX
888-446-6911 (Phone)
702-943-6001 (FAX) csr@smartcity.com



Company Name:	Show Name:
Billing Name:	Show Dates: / / To / /
Billing Address:	Discount Order Deadline: 14 Days Prior to 1 st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -
Print Authorized Name Accepting Terms & Conditions:	Authorized Signature Accepting Terms & Conditions:

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.**
Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2. Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets (120 volts up to 2000 Watts)

Includes Labor and Material

Watts	Discount	Standard	Qty	Total	Internal
500	\$ 105	\$ 137	_____	= \$ _____	500-WATT
1000	\$ 127	\$ 165	_____	= \$ _____	1000-WATT
1500	\$ 138	\$ 179	_____	= \$ _____	1500-WATT
2000	\$ 149	\$ 194	_____	= \$ _____	2000-WATT

A separate outlet must be ordered for each location.

Flood Lights on Stand- Includes Labor and Material

Configuration	Discount	Standard	Qty	Total	Internal
150 Watt, 1spot	\$ 65	\$ 88	_____	= \$ _____	FLOOD-1
150 Watt, 2spot	\$ 70	\$ 95	_____	= \$ _____	FLOOD-2
300 Watt, 1spot	\$ 80	\$ 108	_____	= \$ _____	FLOOD-3
300 Watt, 2spot	\$ 85	\$ 115	_____	= \$ _____	FLOOD-4

120/208/480 Volt Service (Includes Labor and Material for floorplan location)

Amps	120 Volt	Qty	208 Volt 1phase	Qty	208 Volt 3phase	Qty	480 Volt 3phase	Qty	Total
	Discount	Standard	Discount	Standard	Discount	Standard	Discount	Standard	
15	\$ 149	\$ 194							\$ _____
20	\$ 177	\$ 230							\$ _____
30			\$ 266	\$ 346	\$ 360	\$ 468	\$ 660	\$ 858	\$ _____
60			\$ 361	\$ 469	\$ 476	\$ 619	\$ 844	\$ 1097	\$ _____
100			\$ 549	\$ 714	\$ 813	\$ 1057	\$ 1879	\$ 2443	\$ _____
150			\$ 813	\$ 1057	\$ 1239	\$ 1611	\$ 2972	\$ 3864	\$ _____
200			\$ 1197	\$ 1556	\$ 1733	\$ 2253	\$ 4380	\$ 5694	\$ _____
			\$ 1428	\$ 1856	\$ 2301	\$ 2991	\$ 5770	\$ 7501	\$ _____

Power strips, additional extensions cords & Nema plugs available for additional cost.

(CALL 888-446-6911 for Quote)

\$ _____

Special Quote – Attachment A or SOW (if applicable) – (CALL 888-446-6911 for Quote)

IMPORTANT PLEASE READ: PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE: Includes Labor and Material for each service located on the floor plan.

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
c. 16.72% Tax [on Tax Surcharge(b)]	: \$ _____
d. 8.42% Tax [Flood Lights]	: \$ _____
e. Grand Total Of Order Due (a + b + c) :	\$ _____

Floor Plan Details

Select booth details below

Booth Type

Island ☐ Inline ☐

Placement

Standard ☐ Floorplan ☐

Example Floorplan

All services include (1) extension cord.
Please submit a valid floor plan. Inline booths include placement of center rear.

For Smart City Electric, Inc. Use	Type of Service:	Customer No.
Special Instructions:		
Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	CSR:	Date: / /
ORDER ON LINE: https://orders.smartcitynetworks.com/center.aspx?center=001		
Form Effective December 1, 2017 – December 31, 2018		

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply.
2. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
3. Straight time labor for an electrician is \$90.00 per hour. There is a one half hour minimum charge.
4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
5. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
6. Supervision time will be charged at the rate of one half hour for each four hours of labor.
7. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
8. Mail order with check to address listed above.
9. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
11. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
12. **CANCELLATION** - There is a minimum \$50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.
13. Prices are based upon current rates and are subject to change without notice.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1Ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1Ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3Ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3Ø	15	15	15	15	15	20	30	30	45	60	60	85	100

MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

Complete and Return To

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://orders.smartcitynetworks.com/center.aspx?center=001>



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

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

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--------------------------------------------------------------	-------------------------------------------------------------

<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet No Wired or Wireless Routers</p> <p>Connection speeds 1.5Mbps Burstable to 3Mbps, DHCP</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Internet Applications • Social Media • Multi Media Downloads <p>Includes 1 Private IP Address</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
		SUBTOTAL			
		ESTIMATED 10% TAX / FEES			
		GRAND TOTAL			
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					
Effective January 1, 2018 – December 31, 2018		Customer No: 2018 – 001 -			

Network Security Declaration

Center: **George R Brown CC (001) - TX**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2018 - 001 -**

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

Network Security Policy:

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

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

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

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

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

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

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

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

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

Signature _____

Date _____

Printed Name _____

Title _____

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



Floor Plan – Communications Cable

Center: **George R Brown CC (001) - TX**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2018 – 001 -**

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

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

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

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

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

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

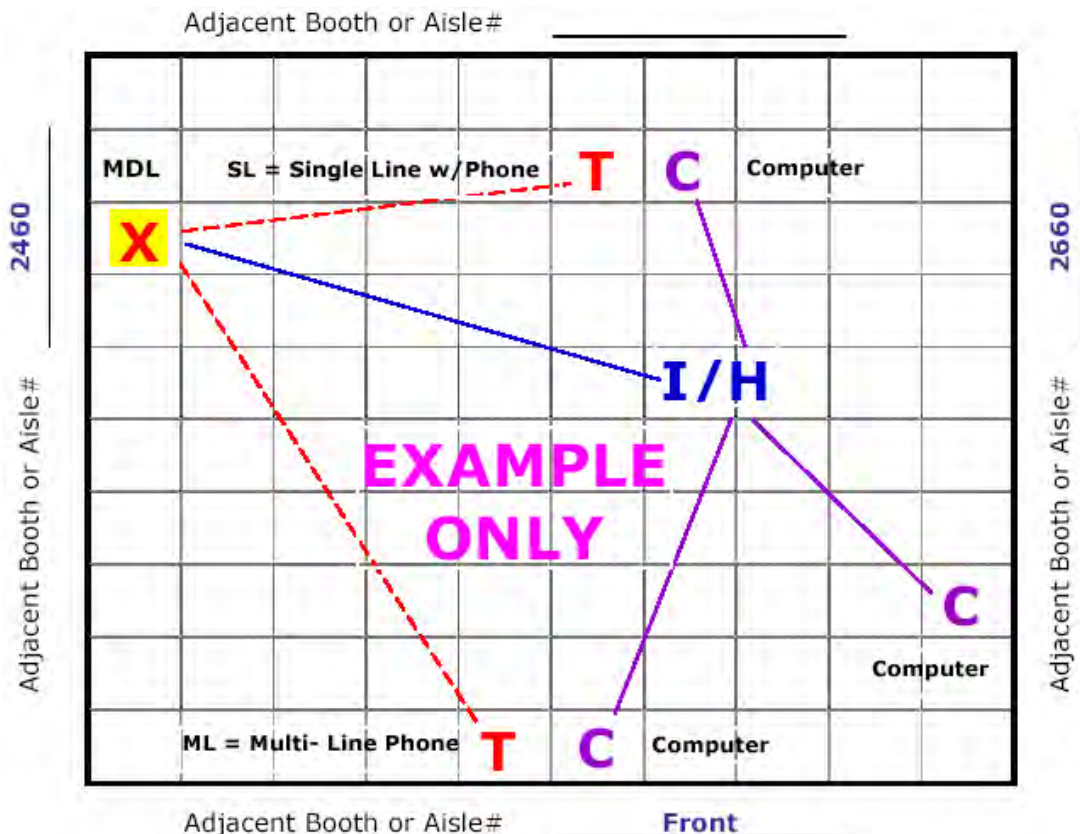
Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2018 – 001 – XXX - XXXX

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

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



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

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

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

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

Size = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.



SMART CITY ELECTRIC
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)
csr@smartcity.com

GEORGE R. BROWN CONVENTION CENTER

WATER ♦ DRAIN ♦ GAS ♦ AIR

Company Name	Show Name:
Billing Name	Show Dates: / / To / /
Billing Address	Discount Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State/Country, Zip	Booth / Room #:
Contact Name:	Phone Number () -
Contact Email:	Cell Number () -
On-Site Contact:	Fax Number () -
Print Authorized Name Accepting Terms & Conditions:	Authorized Signature Accepting Terms & Conditions:

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: **Smart City Electric Inc.** Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.

Description	Discount Rate	Standard Rate	Quantity	Total	Internal
COMPRESSED AIR: 90-100 lbs. P.S.I. (Service outlet, 1/4" Milton #715 Female Coupler)					
First Connection	\$ 220.00	\$ 270.00	_____ =	\$ _____	PCA-1
Additional Connections	\$ 110.00	\$ 137.00	_____ =	\$ _____	PCA-2
First Connection (24 Hr Service)	\$ CALL	\$ CALL	_____ =	\$ _____	PCA-1-24
Special, Connection size: _____ CFM: _____ PSI: _____ (Call)			_____ =	\$ _____	PCA-SPEC
WATER: (Service Outlet 3/4") (For equipment only)					
First Connection	\$ 140.00	\$ 180.00	_____ =	\$ _____	PW-1
Additional Connections	\$ 90.00	\$ 112.00	_____ =	\$ _____	PW-2
Special, Connection size: _____ (Call)			_____ =	\$ _____	PW-SPEC
NOTE: Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.					
DRAINAGE: (3" drain line) (For equipment only) Direct Tie-in					
First Connection	\$125.00	\$ 165.00	_____ =	\$ _____	PD-1
Additional Connections	\$ 90.00	\$ 120.00	_____ =	\$ _____	PD-2
Special, Connection size: _____ (Call)			_____ =	\$ _____	PD-SPEC
FILL AND DRAIN: (One time only - Labor charge for additional fills)					
1 - 15 Gallons	\$ 60.00	\$ 78.00	_____ =	\$ _____	PWD-15
16 - 70 Gallons	\$ 75.00	\$ 100.00	_____ =	\$ _____	PWD-70
71 - 100 Gallons	\$ 100.00	\$ 125.00	_____ =	\$ _____	PWD-100
101 - 200 Gallons	\$ 150.00	\$ 180.00	_____ =	\$ _____	PWD-200
201 - 300 Gallons	\$ 175.00	\$ 200.00	_____ =	\$ _____	PWD-300
301 - 400 Gallons	\$ 210.00	\$ 250.00	_____ =	\$ _____	PWD-400
401 - 500 Gallons	\$ 240.00	\$ 275.00	_____ =	\$ _____	PWD-500
501 - 1000 Gallons	\$ 500.00	\$ 550.00	_____ =	\$ _____	PWD-1000
Addl 500 Gallons	\$ 95.00	\$ 105.00	_____ =	\$ _____	PWD-SPEC
NATURAL GAS (Service Outlet 3/4")					
All Services	\$ CALL	\$ CALL	_____ =	\$ _____	PNG-1
LABOR: (Minimum 1/2 hour)					
Monday - Friday (8am-4:30pm)		\$ 60.00 hr	_____ =	\$ _____	P-LABOR
Monday - Friday (4:30pm-8am), Weekends, Holidays		\$ 120.00 hr	_____ =	\$ _____	P-LABOR-OT
Special Quote - Attachment A or Statement of Work (if applicable)					

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER.
ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE LABOR AND MATERIALS WILL BE ADDED.

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 8.42% Tax [on Subtotal (a)]	: \$ _____
c. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
d. 16.72% Tax [on Tax Surcharge(c)]	: \$ _____
e. Grand Total Of Order Due (a + b + c + d)	: \$ _____

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard price. Additional on-site fees may apply. *****
Credit Card authorization must be on file *****
2. Connection Rates listed include bringing service from main line to the rear of the booth or to the floor port inside island booth. **All work performed within booth attaching lines to equipment will be charged on a time and materials basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.**
3. Straight time labor is \$60.00 per hour. There is a one half hour minimum charge.
4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
5. Additional labor must be requested by the customer at the Service Desk. **LABOR MUST BE ORDERED AT LEAST 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
6. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
7. All material and equipment furnished remains the property of Smart City Electric, Inc. It will be the responsibility of the customer to furnish air filters, dryers, and regulators.
8. **NATURAL GAS NOTE: Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, customer should arrange to have a pressure regulator valve installed. Prices do not include labor and material.**
9. Smart City Electric, Inc. Federal ID is 22-3369145.
10. **Discount rate applies to orders received 14 days prior to the SHOW MOVE-IN date. Standard rate applies to all others.**
11. Installations are due 24 hours before show opening.
12. **CANCELLATION** - There is a \$50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some non standard services and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

Complete and Return To

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://orders.smartcitynetworks.com/center.aspx?center=001>



Exhibitor Services

Booth Cleaning Services

All rates based on gross booth area per day
100 square foot minimum
8.25% tax applied at checkout

Vacuuming Booth

38¢ per square foot/day

Shampooing Booth Carpet

50¢ square foot/day

Mopping Booth

45¢ square foot/day

Porter Service

Booths up to 1,000 square feet @ \$40/day

Over 1,000 square feet @ \$60/day

Continuous porter service during show hours
@\$18/ hour in addition to regular porter service.

To place an order for booth cleaning,
please visit:

www.GRBBoothCleaning.com

If you have any questions,
please contact:

Tanya Perez

713-853-8907

Tanya.Perez@houstonfirst.com

GRB-ExhibitorServices@houstonfirst.com



Multi-Level Exhibits

Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
 - a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
 - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
 - c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a. Occupant load does not serve more than 3.
 - b. Clear width of stairs is not less than 26 inches.
 - c. Handrails shall be provided on both sides.
9. Guards shall:
 - a. Not be less than 42 inches high.

- b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.
- 10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
- 11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan.
- 12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.
- 13. Any stationary units (container or other units) using the upper areas as a deck must submit plans.



GRB Rules & Regulations

As Adopted April 2017

The Licensee is responsible for compliance with these Rules and Regulations and should instruct its employees, contractors, agents and attendees accordingly to eliminate problems before they arise.

Definitions

President: The CEO of Houston First Corporation or any person designated by the CEO to perform any of his or her functions.

Event: The function or activity for which the Facility will be used and occupied, as described in the License Agreement.

Facility: George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas 77010.

General Manager: The person in charge of overseeing day-to-day operations at the Facility, including events, maintenance, repairs and capital projects. This person has authority to act for the President in his or her absence.

Licensee: An approved applicant who has entered into a License Agreement with Houston First Corporation for use of the Facility.

License Period: The period of time the Licensee has use of the Premises, including move-in, Event and move-out days as defined in the License Agreement.

Premises: That portion of the Facility to be used for the Event, as defined in the License Agreement.

First Aid

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people or more than thirty thousand (30,000) gross square footage of licensed spaced. Licensee shall be responsible for the cost of providing certified first aid personnel.

See table below for requirements:

1 EMT	Projected Daily Attendance 500-3,999 or 30,000 -300,000 sq ft	<i>Whichever is greater</i>
2 EMT*	Projected Daily Attendance 4,000-9,999 or 300,001-650,000 sq ft	<i>Whichever is greater</i>
3+ EMT	Projected Daily Attendance 10,000+ or 650,001+ sq ft	<i>Whichever is greater</i>

**In the case an event has 200,000 sq ft of exhibit space and 75,000 sq ft of meeting room space then a 2nd EMT is required.*

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be responsible for the cost of providing certified first aid personnel.

A minimum of one (1) certified first aid provider must be present in the Premises during each Event day, beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees.

At least one (1) certified first aid provider must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

For certain events, such as concerts and sports competitions, additional emergency medical services (such as a certified paramedic) may apply.

A schedule of the number and postings of first aid personnel shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All such first aid arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all first aid personnel.

The licensee shall notify the Convention Services Manager immediately in the event of an accident, injury or any other incident requiring first aid. The Licensee or its first aid personnel shall promptly complete an incident form and submit to the Convention Services Manager.

Security

Licensed security guards are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be solely responsible for providing security in the Premises, including crowd and traffic control and at any loading docks, driveways or other areas used during the License Period at its sole cost and expense.

If the Premises includes an exhibit hall, then a minimum of two (2) security guards must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one (1) hour after the Event is closed to attendees. One security guard shall be posted to monitor ingress and egress and the other shall be assigned to rove the Premises.

If the Premises does not include an exhibit hall, then a minimum of one (1) security guard must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continues until one (1) hour after the Event is closed to attendees.

At least one (1) security guard must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

A schedule of the number and location of security guards shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All security arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all security personnel.

The Licensee shall, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable rules, including without limitation all emergency procedures, regulations and requests of the General Manager or duly authorized governmental agency responsible for public safety.

The Licensee shall ensure that its employees, agents, exhibitors, contractors and subcontractors wear a clearly visible identification badge provided by the Licensee or their respective employer at all times. Badges must include the name of the wearer and the name of his or her employer.

Fire Regulations

Flammable or volatile materials are prohibited within the Facility unless approved, in advance and in writing, by the fire marshal and the General Manager.

Use of flammable compressed gas cylinders is strictly controlled within the Facility and generally prohibited. Non-flammable compressed gas cylinders must be secured to prevent toppling.

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the fire marshal and are subject to inspection and flame testing by the fire marshal.

The Licensee, its employees, agents, exhibitors, contractors and all other personnel shall comply with all federal, state and local fire codes which apply to places of public assembly.

No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps or other common areas shall be obstructed or used for any other purpose than ingress and egress. All doors shall have a clearance of at least ten feet (10') on both sides with no physical obstructions. All exit doors shall remain unlocked during the Event.

Blocking of the entrance/exit doors of the restaurants on the first level is strictly prohibited.

Access to fire detection and suppression systems, heating, ventilation and air-conditioning vents, lighting fixtures and controls shall not be covered or obstructed at any time for any reason. Exit signs and fire hose cabinets must remain visible and unobstructed at all times.

The Licensee shall not admit to the Premises a number of persons in excess of the maximum occupancy established and approved by the fire marshal.

Certain events, exhibits, displays or activities require standby personnel for a fire watch. All such costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult you Convention Services Manager for further details.)

Multilevel exhibits must be approved by the fire marshal at least thirty (30) calendar days prior to the Licensee Period. Licensee must submit detailed construction plans for the fire marshal. Final installation of a multilevel exhibit must be constructed according to the plans stamped by the fire marshal without deviation.

The General Manager and fire marshal have final determination as to when the Event may begin. The fire marshal has authority to delay or close the event for any violation or for safety reasons.

Floor Plans

For any Event featuring exhibit space, such as conventions and trade shows, floor plans must be submitted to the Convention Services Manager no later than ninety (90) days prior to the first day of the License Period. Floor plans for all other Events must be submitted to the Convention Services manager no later than thirty (30) calendar days prior to the first day of the License Period.

Floor plans shall allow adequate aisle and cross-aisle space and shall not prevent access to fire exits, fire hoses, concession areas, offices or meeting rooms. All floor plans should include any registration and pre-function areas.

Any floor plan, if different from the plan originally submitted, shall be submitted for re-approval to the Convention Services Manager no less than fifteen (15) calendar days prior to the first day of the License Period.

Move-in and Move-out

The Licensee is responsible for coordinating all move-in and move-out activities, schedules and logistics with the Convention Services Manager. All labor costs, expenses and requirements for move-in, move-out and set-up shall be the sole responsibility of the Licensee.

The Licensee is responsible for handling, storing and securing all freight, including crates and packing material. Crates shall only be stored in areas approved in advance by the General Manager. The Facility does not allow or accept freight shipments for the Licensee, its contractors, exhibitors or speakers prior to the License Period. The Facility shall not be held liable for any damages, losses or security surveillance for storage of crates.

All move-in and move-out of exhibits must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.

No forklifts, trailers, or other vehicles or equipment shall be stored or left before or after the License Period without prior written authorization from the General Manager.

Freight doors, portable walls, and all Facility-owned equipment shall only be set-up and/or operated by authorized Facility employees or contractors.

The Licensee is responsible for the removal of all crated and pallets off Facility property by the end of the License Period.

Access to equipment rooms, exhibit floor utility boxes and the underground utility tunnel is strictly prohibited to anyone other than authorized Facility employees and contractors. All vehicles, forklifts and heavy equipment not on display shall be removed from the Premises at least one (1) hour before the Event is opened to attendees.

An offsite marshaling yard is available for parking of over-sized vehicles, trailers and privately owned vehicles (POVs) and can be rented for the duration of the License Period. The marshaling yard is located at 1901 Ruiz Street. When utilizing the marshaling yard the Licensee must provide an event security guard for all times that the gate is unlocked. Contact your Convention Services Manager for availability and per day rates.

Permits

Certain events, exhibits, displays and activities require licenses and/or permits, including, but not limited to, the following: cooking, food and beverage sampling, liquid or gas fueled vehicles, pyrotechnics, lasers, antique dealing, sales and use tax, tents or canopies.

The Licensee is solely responsible for applying for and obtaining any required license or permit.

Damage Prevention

Vehicles, boom lifts, scissor lifts, pallet jacks and similar equipment are prohibited on carpeted areas of the Facility unless approved in advance and in writing by the Convention Services Manager. If approved, Masonite® floor covering shall be used at all times. The Licensee may request use of Masonite® in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Golf carts, Cushman® utility vehicles, Segway® vehicles and similar transportation devices are expressly prohibited in carpeted areas of the Facility unless approved, in advance and in writing, by the Convention Services Manager.

All platform trucks, dollies and carts used on permanently carpeted areas shall have tires and wheels of a type approved by the Convention Services Manager and shall meet the following requirements:

- Wheels of at least six inches (6") in diameter
- Thread width of at least two and one-half inches (2 ½")
- Non-skid tires only

Forklifts are strictly prohibited in all areas except in the exhibit halls.

Complete protection of the terrazzo floor in the Grand Lobby is required before moving or placing equipment. Terrazzo floor must be protected by plywood. The Licensee may request use of plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Complete protection of the pavers along Avenida is required before moving or placing equipment. Pavers must be protected by plywood. Convention Services Manager will provide the weight load limit. The Licensee may request use of the plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

No locks and/or chains will be placed on any door of the Facility for any reason.

Under no circumstances should any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the Facility. Use or distribution of adhesive-backed decals is prohibited at the Facility.

Only tapes pre-approved by the Convention Services Manager shall be used in the Facility (e.g., Shurtape® PC 618 cloth tape or Shurtape® DF 642 double-faced cloth tape). No tape of any kind shall be permitted on any permanently carpeted or painted areas or be affixed to any permanent feature of the Facility.

The Licensee shall be charged \$1,000.00 per exhibit hall if tape, residue marks and booth number stickers are not removed from the Premises before the end of the License Period.

No holes may be drilled, cored or punched into walls, floors, equipment or any other part of the Facility. Use of the nails and tacks on Facility walls is expressly prohibited. Painting or finishing of signs, displays or other objects is prohibited at the Facility.

Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard.

Any display containing soil, sand or similar materials shall use a protective floor covering such as heavy plastic. Curbing material shall be used to prevent spills and seepage. Helium balloons are prohibited within the Facility.

The furniture located in the second level show offices and conference rooms shall not be moved without the prior approval of the General Manager.

The public furniture on the first, second and third levels shall not be moved without the prior approval of the General Manager. When approved a fee will be associated. See your Convention Services Manager for more information.

Hazardous materials, including biohazards, are strictly prohibited at the Facility unless approved in advance and in writing by the General Manager. The Licensee shall be solely responsible for the proper care, handling, removal and disposal of all hazardous materials.

Exclusive Services

An in-house provider exclusively offers food, beverage and catering services at the Facility. Sampling requires the advanced permission of the exclusive food and beverage provider and must be requested at least thirty (30) calendar days prior to the first day of the License Period.

Telecommunications, including voice, data and network services, are exclusively offered by an in-house provider.

Temporary utilities, including electrical, compressed air, water and drainage services, are an exclusive service at the Facility.

Exhibit booth cleaning is an exclusive service at the Facility.

Facility-affixed audio, lighting and structural rigging are controlled exclusively by the in-house audio-visual contractor.

For more information on exclusive services, including rates and order forms, please visit the Facility website at www.GRBHouston.com or consult your Convention Services Manager.

Non-Premise Signage

Sponsorship and commercial signage is prohibited on the exterior of the Facility.

Rates are assigned to all exhibitor or sponsor advertising signs, banners or decals that are hung or displayed in any non-licensed area of the Facility for which the Licensee receives a commission or any other benefit. Such advertising and signage is only allowed in designated areas which can be found on the Sponsorship Request Form. Licensee can obtain this form from their Convention Services Manager.

A plan for all non-commercial Licensee signage, including banners, free standing signage, decals, directional, etc., must be submitted to the Convention Services Manager at least thirty (30) calendar days prior to the Licensee Period for approval.

The distribution of flyers or other written materials is strictly prohibited in all Non-Premises areas.

Ticket Surcharge Procedures

Licensee shall submit all Tickets collected to the Convention Services Manager no later than one hour after the Event is closed to attendees for the day. Facility staff will then prepare a ticket manifest listing the quantity and price of Tickets collected and present it to the Licensee's designee the next day for verification.

Licensee shall not reserve more than two hundred fifty (250) complimentary Tickets for the Event and shall ensure that all such tickets are clearly marked "Complimentary" and collected upon admission to the Event.

Licensee shall allow access to its box office records, ticket receipts and all other documents reasonably required to verify the accounting of the surcharge. The Licensee shall permit the City or its designated entity to audit the Licensee's box office records, ticket receipts and all other documents related to ticket sales to verify the accounting of the ticket sales and surcharge up to one (1) year after the Event.

If an Event is canceled, then the Licensee shall promptly issue refunds for all Tickets sold.

The term "Ticket" includes all forms of entry control utilized to impose a fee of any sort for admission to an Event, with the exception of Registration Fees and entry charged for seated meal functions.

The term "Registration Fee" is defined as a formal or official enrollment charge for an event usually purchased in advance for events closed to the public and restricted to an identified profession or members of an organization. Registration is not classified as a Ticket, but in the event of a dispute, the Director shall make the final determination in his or her sole discretion.

Parking

Street parking in front of the Facility on Avenida de las Americas is strictly prohibited.

Parking on the third level ramp at the Facility is by permit only. All vehicles in violation will be towed, without notice and at the owner's expense.

Private vehicle parking is available at surrounding parking garages and numerous surface lots located near the Facility.

The Facility offers two (2) transit centers for shuttle drop-off and pick-up located in the North and South parking garages. Security personnel are required during the hours of operation. Officers will be scheduled through the Facility and charged back to the Licensee. Contact your Convention Services Manager for availability, schedule and security information.

Cleaning

Facility staff will clean the common areas, including lobbies, hallways, aisle carpeting, restrooms, meeting rooms, association offices and registration areas, at no charge.

Facility staff will provide light trash removal during move-in and move-out. The Licensee shall be responsible for removing all bulk trash, crates, pallets, packing material and any other trash not easily removed by a vacuum cleaner or push broom.

The Licensee shall be held responsible for any cleaning costs incurred due to residue, oil, grease or an unusual amount of dirt or debris. Use of confetti or glitter will result in additional cleaning costs.

In addition to any labor costs, the Licensee shall be liable for any costs associated with environmental cleanup and/or disposal.

Animals/Pets

With the exception of service animals and animals participating in dog or cat shows, animals shall not be allowed in the Facility unless approved in advance and in writing by the General Manager. The General Manager must receive all request to bring animals into the Facility no later than thirty (30) calendar days prior to the first day of the License Period.

Rigging and Hanging

Rigging and hanging requests must be submitted for approval at least thirty (30) calendar days prior to the first day of the License Period to the Facility audio-visual contractor, who will determine if the requests are within the architectural guidelines of the Facility.

The General Manager reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.

The following table contains a summary of who may provide installation of certain materials:

Type of Material	Definition	Who May Hang or Attach
Banner, drape or screen masking	Soft material articles with no framing and no rigid support system. Total weight is 250lbs or less. Materials used must meet fire code regulations.	Licensee's decorating service contractor or other Licensee-designated and Facility-approved company.
Sign that is 250lbs or less (no electrical)	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.	Licensee's decorating service contractor or other Licensee-designated and Facility-approved company.
Sign that is 251lbs or more (with or without electrical)		A Licensee designated company but with approval of labor, location and weight by Facility only.
Equipment support system	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	Facility contractor shall have the exclusive right to establish each Point. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager.
Exhibit support system	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting	

A "Point" is defined as the steel cabling used to wrap or to be affixed around the structural beams of the Facility. The audio-visual contactor at the Facility shall have the exclusive right to supply the steel cabling, in addition to the right to supply the labor to wrap the cables around structural beams and connect those cables.

Keys

Requests for keys must be submitted to the Convention Services Manager and any keys issued shall be returned before the end of the License Period.

Licensee shall be charged seventy five dollars (\$75.00) for each key not returned to the Convention Services Manager by the expiration of the License Period and a twenty five dollar (\$25.00) charge for re-keying each appropriate lock.

Public Art Displays

The Facility is proud to promote Houston Artists and cultural interests. There are several installations throughout the Facility and parking garages. Artwork will not be removed, covered or tampered with in any way. For more information on locations of art displays contact your Convention Services Manager.

Vehicle Displays

All vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch. All costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult your Convention Services Manager for further details).

The battery must be disconnected while any vehicle is on display.

Fuel in the tanks of display vehicles shall not exceed one quarter ($\frac{1}{4}$) of their capacity or five (5) gallons of fuel, whichever is less.

All display vehicle gas caps shall be taped or locked.

Non-flammable protective covering must be placed under display vehicles to prevent stains.

Duplicate keys for vehicles on display must be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

Smoking and Tobacco

In accordance with City of Houston Ordinance No. 2006-1054, smoking is prohibited at the Facility, with the exception of certain enclosed meeting areas designated by the General Manager, when used for private, invitation-only functions.

The distribution or sale of tobacco products is strictly prohibited in the Facility.

Concealed and Open Carry Handguns

Possession of Firearms is forbidden in the Facility with the exception of the following: (i) licensed peace officers and licensed honorably retired peace officers, (ii) exhibitors and patrons during duly licensed gun shows and (iii) individuals licensed by the State of Texas to carry concealed handguns.

Licensee has the ability to restrict open carry in the Premises during the License Period by posting the appropriate signage at all the entrances of the contracted space. The Licensee and their contracted security personnel are solely responsible for controlling access. Contact your Convention Services Manager for necessary verbiage and requirements.

A "Firearm" is defined as any device designed, made, or adapted to expel a projectile through a barrel or cylinder by using the energy generated by an explosion or burning substance or pressurized air or gas or any device readily convertible to the use.

Residual Matters

The President reserves the right to alter and/or amend these Rules and Regulations at any time and shall have sole authority to make decisions concerning any issue not addressed herein.

For every Event, the General Manager has the final determination as to whether the Facility is properly prepared, in accordance with these Rules and Regulations, for the doors to be opened to Event attendees.



Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.
2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.
3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests at 713-853-8150. Levy will provide all necessary information and required forms.
4. All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes. To order any of these services, please contact Smart City at 713-853-8900.
6. Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information please contact Show Management or the GRB Convention Services Department at 713-853-8000.
7. In addition to Fire Prevention Permits, the Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. A HFD Vehicle Permit is required, please contact Event Services at 713-853-8716 for details.
8. All exit doors must have 10' clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.
9. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.

Please note: These are Exhibitor Guidelines *only*. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.

**Houston Fire Department
Vehicle Safety Inspection Checklist
For Indoor Display of Liquid or Gas-Fueled Motorized Vehicles**

Date of Inspection: _____ Venue: _____

Name of Event: _____

Booth Number _____ Exhibitor Name _____

Motorized Vehicle Type:

☐ Car ☐ Truck ☐ Boat ☐ Personal Watercraft

☐ Motor-Driven Cycle ☐ Aircraft

☐ Other (specify): _____

In order to comply with the City of Houston Fire Code Regulations, the following requirements must be adhered to:

- ☐ Fuel in fuel tanks shall not exceed one-fourth (1/4) capacity or 5 gallons, whichever is least. An accurate means of measuring the fuel amount shall be provided. (Pre-requisite to entry into the building.)
- ☐ Batteries must be disconnected.
- ☐ Fuel tanks and fill openings shall be closed and sealed to prevent tampering.
- ☐ Propane cylinders shall be new and unused unless prior written approval has been given by the Fire Marshal. The Vendor or his representative will disconnect piping from the cylinder. Valves will be opened to verify the cylinder is void of propane gas. Any tools required shall be provided by the vendor.
- ☐ Approved for display.
- ☐ Rejected for display.

Reason(s) for rejection: _____

Fire Inspector (Print): _____

Signature of Fire Inspector: _____

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6:30 a.m. - 6:30 p.m. (Green Route)
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Saturdays
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Sundays
9 a.m. - 6 p.m. (Orange Route)
ridemetro.org/pages/busgreenlink.aspx

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Red Line
Green Line
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FIRE CODES FOR EXHIBITOR COOKING

- **2411.1 Installation** - Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the code official.
- **2411.2 Venting** - Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies, shall be not less than 12 inches from the flue or vent.
- **2411.3 Location** - Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- **2411.4 Operations** - Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.
- **2411.5 Cooking tents** - Tents where cooking is performed shall be separated from other tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies, by a minimum of 20 feet.
- **2411.6 Outdoor cooking** - Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies.
- **2411.7 Electrical heating and cooking equipment** - Electrical cooking and heating equipment shall comply with the *ICC Electrical Code*.
- **2412.1 General** - LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with *the International Fuel Gas Code* and Chapter 38. Services must be ordered through our facility provider. Please coordinate your needs directly with you assigned Event Manager.
- **2412.2 Location of containers** - LP-gas containers shall be located outside. Safety release valves shall be pointed away from a tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies.

PROPANE USAGE – No propane tanks are allowed in the building. Please see assigned Event Manager concerning any questions regarding propane usage at the GRB.

Festival and Tradeshow Booths Section 1- Requirements

1.1 Fire extinguishers - All cooking booths at festivals, fairs, carnivals and trade shows or exhibition events will require at least one listed 2-A, 10-B: C portable fire extinguisher with current inspection date tag. All cooking booths where deep fry cooking is performed using vegetable or animal oils or fats, at least one listed **Type 'K'** fire extinguisher with current inspection date tag, will be required. All cooking booths exceeding 20 feet in any dimension will require a minimum of two 2-A, 10-B: C fire extinguishers with current date tags attached, mounted in a location that is fully visible and readily accessible. (**Type 'K'** fire extinguishers are for use only for cooking grease or oil fires –(class "B" fires) - and are not to be used, or substituted for the required 2A, 10B:C fire extinguishers, for use on other classes of fires.)

Please Note: All events featuring "Deep Fryers" must have a Standby Fire Watch.

1.2 Egress - All booths must have an unobstructed path of egress to the exit.

1.3 Flame retardant materials - All booths and table coverings and other combustible materials composed of cloth, paper, and similar materials must be flame retardant treated. Any material added to a booth structure must be flame retardant. This small include signage, awnings over cooking areas or attached to the booth in any manner.

1.4 Protective barriers - All booths using portable cooking equipment shall provide protective barriers to prevent public access or exposure to these areas. A minimum of 3 feet of clearance distance is required at all times.

1.5 Combustible materials - Highly combustible materials such as bales of hay or similar materials are prohibited. Trash, rubbish and debris shall not be allowed to accumulate in booth areas.

Please Note: The use of cooking or grease for cooking or frying must be approved by the Fire Marshal and requires a standby fire watch.

GRB Rigging Approval Form

All rigging and/or hanging requests are only authorized for installation if this form has been countersigned and drawings have been approved by the George R. Brown Convention Center and Staging Solutions at GRB. The original copy of this form is to be forwarded to Staging Solutions at GRB along with drawings by those intending to suspend systems. Services Requested on this form are for the single event listed. We can provide a secure direct upload link as needed if the packet is too large to send via email.

"The Client" will be identified by the company named in the signature section below.

Event Information

Name of event:	Date of the event:
Contact Name:	Phone:
Client (Company):	Fax:
Address:	Zip:
City:	State:
Authorized Person:	Email:
Name of GRB Event Manager:	

Rigging Information

	Date:	Start Time:	End Time:
Installation			
Removal			
Description and dimensions of material and /or equipment to be rigged (see Terms & Conditions for drawings required)			
Rigging Location:			
Total Weight:	No. of Hanging points:	Max Weight of each hanging point:	

Third Party Authorization Form

For use by Licensee Appointed Contractor:

We understand and agree that we, the Licensee of the George R. Brown Convention Center, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this third-party agreement. 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 Licensees' company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

<input type="checkbox"/>	All Services	<input type="checkbox"/>	Structural Rigging
<input type="checkbox"/>	Exclusive House Services	<input type="checkbox"/>	Banner and Sign Hanging
<input type="checkbox"/>	Onsite Equipment Additions	<input type="checkbox"/>	Lift Rentals
<input type="checkbox"/>	Technical/Supplemental Labor	<input type="checkbox"/>	Other

Your signature below denotes acceptance of all terms and conditions included in this document and attachments.

Licensee Company Name:
Licensee Representative Name:
Licensee Company Name:
Rigging Location:
Third Party Billing Address:
City, State, Zip Code:
Phone:
Fax:
Email:
Licensee Signature:

Liability Waiver, Release & Covenant not to sue

For purposes of this contract, “Staging Solutions” means Staging Solutions, Inc., and Staging Solutions at GRB, and their employees, directors, officers, agents and assigns, affiliated companies, related entities including but not limited to any subcontractors Staging Solutions may appoint.

Staging Solutions In consideration of Staging Solutions permitting my involvement in the below-described activity (hereinafter referred to as “Activity”), the undersigned:

1. HEREBY AGREES that prior to participating in the Activity, he or she will inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, he or she will immediately advise Staging Solutions of such condition(s) and refuse to participate. Further, the undersigned agrees that he or she knows how to safely operate and/or use any equipment, and acknowledges that Staging Solutions has no responsibility for training and/or instructing the undersigned on the use and/or operation of equipment.

PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE CONDITION OF ANY EQUIPMENT INVOLVED IN THE ACTIVITY.

2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Staging Solutions, Show Management, and if applicable, owners and lessors of the premises, all of which are hereinafter referred to as “releasees” from all liability to the undersigned, his or her employer, his or her personal representatives, assigns, heirs, and next of kin for any and all damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is participating in the Activity.
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost (including attorneys’ fees) they may incur due to the undersigned’s participation in the Activity and WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
4. HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE DUE TO THE NEGLIGENCE OF RELEASEES OR OTHERWISE WHILE ENGAGED IN THE ACTIVITY.
5. THE UNDERSIGNED further expressly acknowledges and fully understands that the Activity involves specific risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the undersigned’s own actions, inactions or negligence, but the actions, inactions or negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Activity is conducted and

that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

(Activity) Operation of Man-Lift, Scissor Lift or Boom Lift

Please describe in detail:	
Name:	Employer:
Signed individually and as Agent of the Employer:	
Date:	

The Client shall provide and maintain in full force and effect, for the duration of the Term and any Renewal Term, at least the following insurance and limits of liability:

- | | |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. <u>Commercial General Liability</u> | Combined single limit of \$1,000,000 per occurrence, subject to a general aggregate of \$2,000,000 |
| b. <u>Automobile Liability Insurance</u> | \$1,000,000 combined single limit including Owned, Hired, and Non-Owned and Auto Coverage |
| c. <u>Workers' Compensation</u> | In the minimum amount required by the applicable Workers' Compensation statute. In the absence of the Workers' Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers' Compensation Act. |
| d. <u>Employer's Liability</u> | Bodily Injury by accident \$1,000,000 (each accident); Bodily Injury by disease \$1,000,000 (policy limit); and Bodily Injury by disease \$1,000,000 (each employee) |

A certificate of insurance shall be furnished to the SSGRB at least 10 business days before the commencement of the project and must include the SSGRB as additional insureds by the names listed in Exhibit A, except those for Workers' Compensation. Each policy must include an endorsement to the effect that issuer waives any claim or right in nature of subrogation to recover against the other party by the names listed on this agreement.

Exhibit A

Liability Requirements	
General Aggregate Limit	\$ 2,000,000
Products Completed Operations Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$100,000
Owned/Hired/Non-Owned Automobile-CSL	\$1,000,000
Statutory Workers' Compensation including Employer's Liability Insurance	
<p>In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers Compensation Act.</p>	
On-Site Property	
<p>Staging Solutions Inc. is not responsible for damage or theft of any equipment on site.</p>	
Description of Operations Locations Vehicles Special Provisions	
<p>The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder when required by written contract.</p> <p>The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature when required by written contract.</p>	
Certificate Holders	Please send certificate of insurance to:
Staging Solutions, Inc., including all its subsidiaries 2014 Lou Ellen Ln. Houston, TX 77018	
<p>A certificate of insurance shall be furnished to the other party at least 10 business days before the commencement of the project.</p>	

I have reviewed the rigging requirements for the above event. Based on the information provided to me, the rigging meets the building guidelines set forth by the architect. The Client hereby certifies and guarantees that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely, and has been constructed to meet all applicable regulations and safety measures. All weights and measurements are accurate at this time of submittal and any changes to equipment and/or placement will be reflected in a revised drawing.

Authorized Client Signature

Date

Staging Solutions has reviewed the attached rigging requirements for the above event. Based on the information provided to Staging Solutions by the Client, the rigging meets the building guidelines set forth by the architect.

Staging Solutions at GRB Audio Visual

Date



RIGGING OVERVIEW @ SSGRB



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WELCOME TO THE GEORGE R. BROWN

Let Staging Solutions @ GRB be the first to welcome you to one of the finest convention facilities in the world – Houston’s George R. Brown Convention Center! Our goal is to provide the best possible experience to clients; thank you for partnering with us.

We respectfully request that every Licensee read the following guidelines and procedures thoroughly – and supply copies to exhibitors, contractors, and employees – before signing the Convention and Entertainment Facilities License Agreement, so the details are clear before your name is on the dotted line.

We prefer to eliminate problems before they arise: If there are any questions concerning this document, please contact us at **GRBrigging@stagingsolutions.com**.

One last thing: Please be aware that all items to be suspended from, attached to, or adhered to the facility must be approved by GRB management in advance.



RIGGING GUIDELINES & PROCEDURES

What goes up must come down: Collect all wires, ropes, etc. from the facility. All items must be completely removed before the end of the License Period.

The GRB is a busy place. In order to serve all clients, we require written notice on all rigging orders 21 days in advance. Staging Solutions @ GRB (SSGRB) reserves the right to deny on-site orders.

All items over 250 lbs. that are attached to the facility must be installed by SSGRB personnel.

Safety First: SSGRB will supply all motors to ensure safety and proper certifications.

Submit all plots to GRBrigging@stagingsolutions.com in ONLY THESE file formats: DXF, DWG, VWX or MCD. We cannot use PDFs so please don't send them. To ensure proper fit: Include any and all intended trim heights, weight loads per point and show floor plan of basic elements such as stage, seats, exhibit booths, etc.

Avoid rush charges! Submit rigging plots to SSGRB as early as possible, and FOR SURE 21 days prior to installation. Plots received within 21 days of installation may incur rush charges.

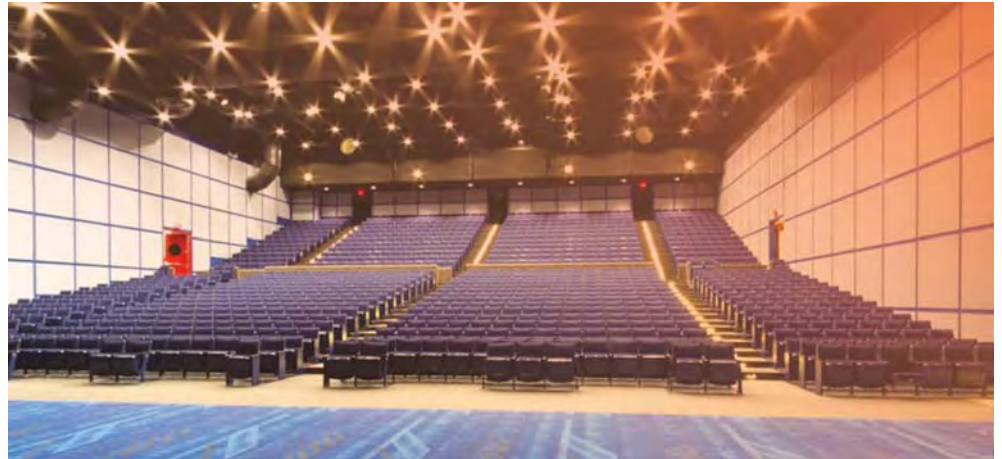
Avoid cancellation fees! Cancellations must be requested in writing prior to 72 hours preceding scheduled work. Cancellations requested within 72 hours of scheduled work are not eligible for refund.

Change your mind? That's OK! However, any changes to the approved design upon which SSGRB estimated the budget may result in additional costs.

Rigging in the finished-ceiling areas of the Exhibit Halls require special arrangements. Please contact SSGRB with specifics of your request.

Thank you for protecting the floors: While using a lift when rigging in the General Assembly Theatre and the George Bush Ballroom, facility-provided Masonite must be used under the lifts at all times.

Thank you for protecting the paint: All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.



A lift is needed for all rigging calls. The Licensee may provide a lift(s) for facility contracted labor or Licensee provided labor.

Don't have a lift? SSGRB can provide lift(s) on site for an additional charge.

RIGGING GUIDELINES & PROCEDURES

Safety first: All lifting equipment and overhead material used (including truss) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by Rigging Services, which could incur additional costs.

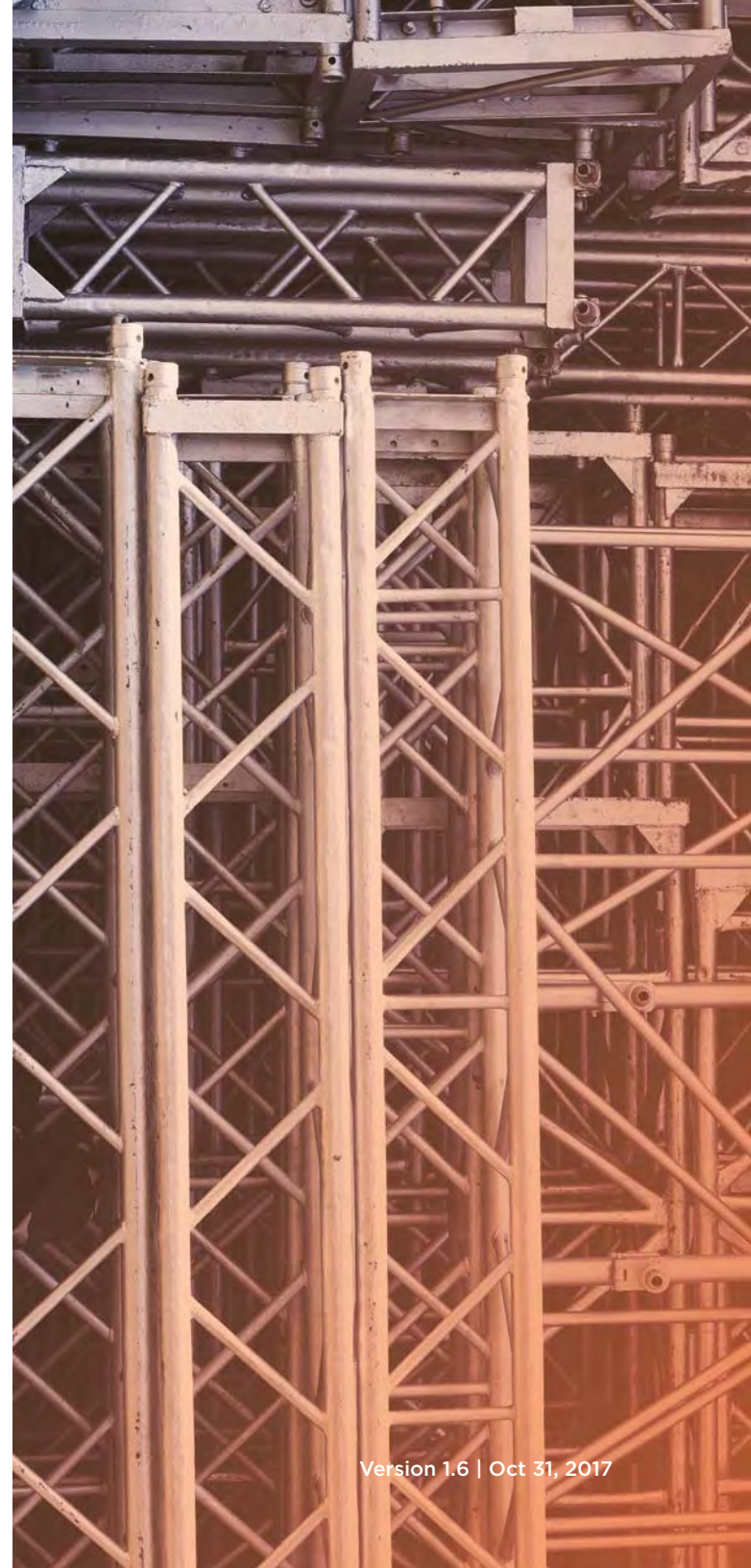
Special aerial lift equipment may be required to complete installations safely and may not be available without advance 14-day notice. Price quotes for aerial lift equipment will be included in SSGRB quotes when their use is required for installation.

SSGRB makes every effort to identify accurately the labor and equipment necessary to fulfill orders during the estimation process. However, there are variables in every equation: Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to rendering additional services.

SSGRB determines Rigging Crew size based on complexity, scope of work, and available time to complete installation or removal. Rigging Labor rates apply to all installed signage, banners, clings, and approved adhesive vinyl throughout the entire facility.

All hours scheduled on a holiday will be billed at double time (New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day).

Rates are subject to change without notice.



BANNER HANGING GUIDELINES & PROCEDURES

Signage is important: All Licensees are invited to use promotional signs, aisle signs, directional signs, etc., hung or attached to the Facility. SSGRB approves the suspension of or attachment of signage to the Facility structure based upon the stipulations and guidelines stated below:

The Licensee of the Facility is ultimately responsible for any damage, injury, etc. occurring out of or because of the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the Licensee Period.

Safety First: Signage may NOT be attached to or suspended from the following structural elements AT ANY TIME: Electrical lighting conduits, utility pipes, air ducts, or sprinkler systems.

Just to clarify: Soft material articles require no framing masking and no rigid support system. These items include, but are not limited to: Banners, Drapes, and Screen Masking. Signage – word displays, pictures, graphics, etc. – is defined as rigid or hard material with a frame and/or support system.

All materials used must comply with local Fire Regulations.

Avoid additional charges! Banners printed by an outside source must be delivered a minimum of 24 hours in advance of event load in. Delivery within 24 hours of event load in may incur additional charges.

Don't have an outside source for hanging banners? Don't worry! SSGRB offers banner printing and rigging services. Please see the Price Summary for rates.

Want to hang your banner outside? SSGRB offers Exterior Banner Hanging! Please see the Facility Policies and Show Management Rules to check feasibility.

Please see the following page for a banner hanging summary table.





BANNER HANGING SUMMARY

Material	Definition	Approved Installer
Banner, Drape or Screen Masking	Soft material articles with no framing or rigid support system. Total weight is 250 lbs. or less. Materials used must meet fire code regulations.	Licensee's decorating service contractor or another Licensee-designated and Facility-approved company.
Signage that is 250 lbs. or less (excluding electrical)	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.	Licensee's decorating service contractor or another Licensee-designated and Facility-approved company.
Equipment Support System	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	SSGRB shall have the right to provide all hoists, steel, control systems, and rigging labor.
Exhibit Support System	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting.	Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by SSGRB .

EXTERIOR BANNER HANGING GUIDELINES

The following guidelines provide best results for Banners; please read them carefully, and refer any questions to SSGRB:

- Banners must be made of lightweight, water-resistant material, preferably a 70% blow-thru material such as Textilene.
- Where a banner is made exclusively of vinyl, wind pockets must be built into the banners to allow wind to flow through easily.
- All edges of banners should have flat felled seams, i.e., the edges should be folded over, glued, and double stitched.
- Banners must have grommets horizontally along the top and bottom at a maximum of 18 inches apart.
- Mesh banners must be reinforced with webbing in the folds before grommets are affixed.
- All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
- In the event of a severe weather notice, banners may have to be removed.
- All banners must be at least 8' off the ground.

Final approval of public space banner locations must be approved by GRB, and may be contingent on contracted space, other in-house events, attendance, and Fire Marshal approval.

GRB management reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.

SSGRB must approve all requests, and all requests must comply with the physical and structural limitations of the facility.

Surveillance equipment cannot be blocked for any reason.

SSGRB will document the operating conditions for each exterior installation and the circumstances that could require the removal of the installation prior to the scheduled end date. For example, severe weather may impact the feasibility and completion of the installation and removal schedule, which could result in additional costs or inability to complete the project safely. Licensee is responsible for all costs associated with planning, production, installation, and removal of exterior installations.



RIGGING PRICING SUMMARY

Listed below are standard rates for rigging services. SSGRB is happy to provide an elevated level of service. Please contact an SSGRB representative to discuss package pricing of services and equipment.

Rig Plot Services

Rigging plots should be submitted to SSGRB as early as possible, but must be received 21 days prior to installation to avoid rush charges.

For orders received 21 days in advance, our standard plot review and approval fee is \$150.

SSGRB also offers rigging design services, lighting and audio design services as well as production rigging services. An experienced production rigger with thorough knowledge of the GRB rigging capabilities can be coordinated and hired through SSGRB.

Structural Rigging Fees

Point charge for load-bearing or bridled attachments over 250 lbs. is \$100.

Half-ton motor charge is \$110 and One-ton motor charge is \$175.

32' Scissor lift is \$375 per day or \$950 per week.

Structural Rigging Labor Fees

SSGRB will provide a detailed proposal based on your overall rigging needs. Labor rates are as follows:

- Head Rigger (required for a call of 6 or more riggers) - \$110/hr
- Rigger - \$90/hr
- Stagehand for Masonite (for carpeted areas) - \$70/hr

Rules for Overtime and Double-time

Monday – Saturday: 11:00 PM – 7:00 AM – 2x Rate

Monday – Friday: 7:00 AM – 5:00 PM – Base Rate

Monday – Friday: 5:00 PM – 11:00 PM – 1.5x Rate

Saturday: 7:00 AM – 11:00 PM – 1.5x Rate

Sunday & Holidays: 2x Rate

All hours scheduled on a holiday will be billed at double time (New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day).

Banner Hanging Fee

For banners and signs less than 250lbs, there is a \$150 hanging fee for the first banner and \$75 hanging fee for up to five additional banners. Please contact a SSGRB representative for package pricing when hanging more than 6 banners. Rates reflected are Monday - Friday 7:00 AM - 5:00 PM base rate. Rules for overtime and double-time fees would apply.

House Lighting Modifications

All Exhibit Halls are illuminated using mercury vapor lighting fixtures. Upon request, SSGRB can disable these lights for an additional fee. Only lighting fixtures over your booth may be disabled. The pricing for this service is on a per-fixture basis. To ensure that we meet your production timeline, please provide SSGRB a Production Schedule with Dates and Times of requested personnel and services.



RIGGING & LABOR RATES

Material	Pricing
Point Charge - Under 250 lbs.	\$50.00/day
Point Charge - Over 250 lbs.	\$100.00/day
Motor Rental - Half-ton	\$110.00/day
Motor Rental - One-ton	\$175.00/day
32' Scissor Lift - Day Rental	\$375.00/day
32' Scissor Lift - Weekly Rental	\$950.00/week
40' Articulating Boom Lift for GA Theater	\$625.00/day
60' Articulating Boom Lift	\$950.00/day

Position	Pricing
Head Rigger	\$110.00/hour
Rigger	\$90.00/hour
Contracted & Union Stagehand(s) / General Technician(s)	\$70.00/hour

***See Page 4-5 for Rigging Guidelines and Regulations.**

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract



Levy Convention Centers is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an Levy Representative. THIS INCLUDES BOTTLED WATER.

- All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP:** Levy can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE:** Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of \$1,000,000 per occurrence naming George R. Brown Convention Center, and Levy as additional insured. Be sure to check the [complete insurance requirements](#).
- **DELIVERY FEE:** A \$25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.
LEVY DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.
- **ELECTRICAL:** Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL:** Please contact Exhibitor Services at 713.853.8907

FOOD AND BEVERAGE SAMPLING

- **The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

FOOD SAMPLING

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from Levy if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Levy purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company **MUST** be purchased from Levy.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits **MUST** be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

ALCOHOLIC BEVERAGE SAMPLING

- All alcoholic beverages must be purchased through Levy, even if manufactured by the exhibitor.

Levy
CONVENTION CENTERS

- DEADLINE:** All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 20% late Fee will apply to all orders received within 21 days of the show.

PAYMENT POLICY: All food and beverage orders require 100% payment in advance. We accept American Express, MasterCard, VISA, Discover, check or wire transfer on initial orders. We will require a credit card for any additional services ordered onsite during the show.

On-Site Contact/Authorized Signatures for Event: _____
(Printed Name) (Signature)

Delivery Date	Start Time	End Time	Description of Item	Quantity	Price
			\$25 Delivery Charge (charged per trip/per day)		

Subtotal: _____

Total:

By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancelations will be upheld by Levy.



MENU

Exhibitor Catering





A warm Houston

WELCOME

WELCOME to the George R. Brown Convention Center in Houston, Texas. Our team of talented professionals looks to create a unique and authentic food experience for you and your guests.

Our menu provides a starting point in planning your event. We understand that all of our guests are unique and we will work with your group to create that a customized food experience that shows your guests what Houston's

vibrant food scene is all about without leaving the convention center.

We truly look forward to serving you and your guests

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

EXCLUSIVITY

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the George R. Brown Convention Center. As "a family of passionate restaurateurs," we seek to exceed your guests' expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy, and worry free for you.

Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

PRICING AND GUARANTEES

Prices quoted in the menu do not include the 21% service charge or 8.25% sales tax, unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed (60) days prior to the event. A guaranteed number of guests/quantities of food is required (7) business days prior to the event date. (A business day is defined as Monday through Friday. Holidays and Weekends are excluded from receiving guarantees.) This guarantee must be submitted by noon. If the guarantee is not received, Levy Restaurants reserves the right to charge for the number of guests/quantities specified on the contracted event order. Guarantees increased less than (7) full business days prior to an event will be subject to a minimum 10% surcharge on the price for each additional guest or increase. Any on-site increases will be subject to a 25% surcharge. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Restaurants will neither be responsible nor liable for serving these additional numbers, but will do so on a first come, first served basis as able. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed guests attend the event.

SERVICE STAFF

Each additional staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour. Booth catering is a drop service. If staff is requested in the booth, staff is charged.

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums and specified function sheets, constitute the entire agreement between Client and Levy Restaurants. Your Catering Sales Manager will outline the payment and contract process.

CANCELLATIONS

Any event cancelled within (30) days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

OUTSIDE FOOD AND BEVERAGE

No food or beverages of any kind may be brought into or removed from the location by either Client or Client's guests without our prior written approval. Your Catering Manager will instruct you if additional fees may be incurred.

BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage services are regulated by the Texas Alcohol and Beverage Commission (TABC). Levy Restaurants, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISES FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES. Levy Restaurants must supply all beer, wine and liquor and must be served by a Levy employed TABC Certified Bartender.

PAYMENT

We will not commence service without receipt of a NON-REFUNDABLE DEPOSIT in the amount of 75% of the estimated event price at least sixty (60) full calendar days prior to the event, and the remaining 25% of the estimated event price at least (7) full calendar days prior to the event (collectively, the "Deposit"). Outstanding event price balances shall be paid within (30) full calendar days of the event, provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the event. Accordingly, the deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation. No interest will be payable to client on the deposit. Payment can be made in cash, certified check, wire transfers or by an authorized credit card. A major credit card is required to be on-file for all events. Card will be used to guarantee payment of any replenishment or new orders requested during an event. These charges will be billed to the credit card unless payment is received at the end of the event.

SIGNATURE “HOUSTON” BREAKFAST EXPERIENCE

Our signature spread of breakfast tacos to baked goods we serve up all the breakfast basics that we're proud to share with our guests

Enhance your breakfast experience with an array of toasty breakfast sandwiches and premium pastries.

HOT BREAKFAST ITEMS

Served for a minimum of 25 guests

Buttermilk Biscuit Sandwich

Choice of Sausage or Bacon with Egg & Cheese *8.00 each*

Breakfast Taco with Salsa

Choice of Bacon, Sausage or Potato with Egg & Cheese *7.00 each*

BAKERIES

Price per dozen; minimum of 1 dozen required

Assorted Danish *54.00/dozen*

Assorted Muffins *54.00/dozen*

Assorted Breakfast Pastries *54.00/dozen*

Assorted Jumbo Cookies

Chocolate Chip, Snickerdoodle, Oatmeal Raisin *51.00/dozen*

Fudge Brownies *48.00/dozen*

DELIVERY/RENTAL FEES

Delivery/Refresh Fee

Per Trip or Request *25.00 each*

STAFFING

Minimum of 4 hours required per day

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

ALL DAY BREAKS

Savory, sweet, and everything in between--craft the perfect snack break with a completely customized menu built around the array of items below

A LA CARTE

Includes disposable plates, napkins, and cutlery if required

Assorted Whole Fruit **40.00/dozen**

Assorted Granola Bars **33.00/dozen**

King Size Candy Bars **48.00 /dozen**

Individual Bags of Chips **45.00/dozen**

Assorted Bags of Snacks **45.00/dozen**

Artisanal Bavarian Pretzel **8.00/each**

- Bacon, Jalapeno, Cheddar with cheese sauce
- Smoked ham and Gouda with apple mustard
- Cinnamon Sugar with vanilla bean sauce
- Shiner Bock and Cheddar with horseradish dip
- Italian Sausage with tomato aioli

Hummus Trio **10.00/pp**

Traditional, roasted bell pepper and Kalamata olive. Served with crispy carrot, celery, crackers and bagel chips

Garden Fresh Crudités of Vegetables **8.00/pp**

Traditional, roasted bell pepper and Kalamata olive. Served with crispy carrot, celery, crackers and bagel chips

Local Cheese Display **14.00/pp**

Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers

Sliced Fruit Platter **8.00/pp**

BITES

50 piece minimum; includes disposable plates, napkins and cutlery, if required

Tandori Chix Satay with mango salsa **8.00 each**

Chicken Quesadilla with avocado crema **7.50 each**

Beef Satay with thai peanut sauce **9.00 each**

Texas Brisket slider **8.50 each**

Pulled Pork Biscuit **8.00 each**

Pork Potsticker with soy and sweet chili **7.50 each**

Crab Cake with lemon aioli **9.50 each**

Seared Sesame Tuna Wonton with seaweed salad and wasabi cream **8.50 each**

Vegetable Spring Roll with sweet soy **7.50 each**

Brie en croute with raspberry **7.50 each**

BY THE POUND

Minimum of 3 pounds required

Potato Chips & Choice of dip **46.00/per lb**

Tortilla Chips with Salsa **50.00/per lb**

Trail Mix **22.00/lb**

Mini Pretzels **18.00/lb**

Goldfish Crackers **18.00/lb**

Mixed Nuts **23.00/lb**

LUNCH

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches, crisp farm-fresh salads, crunchy sides and sweet treats.

BOXED LUNCHES

Includes chips, whole fruit, cookie, condiments

Woodlands Turkey, Cranberry chutney, sweet onion jam

Grilled Chicken, braised spinach, roasted tomato and avocado aioli on ciabatta

Roast beef and Gruyere with Horseradish Cream on onion roll

Smoked Ham and Swiss with mustard butter on pretzel bun

Pesto Vegetable Salad, spinach & provolone

ZLT Flatbread with zucchini, sundried tomato pesto and pepperjack cheese

Fajita wrap with grilled pineapple and cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap

29.00 per boxed lunch

DISPLAY TRAY

Minimum 25, includes disposable plates, napkins and cutlery

Deli Platter *20.00/pp*

Includes Assorted Deli Meats & Cheeses, Assorted Sliced Breads & Rolls with Potato Salad, Lettuce, Tomatoes, Onions, Pickles, Condiments and Assorted Cookies

Assorted Mini Sandwiches *6.00 each*

Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll

COFFEE BAR & POPCORN

Drive attendees to your booth with the smells of fresh brewed coffee and popcorn.

CAPP EXPRESS IN BOOTH BARISTA

Cappuccino Express Premium Coffee Drinks

250 (8oz) cup minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and Americano

Additional Cups *5.50/each*

Add Optional Flavors: Mocha, Hazelnut & Vanilla *150.00/day*

One-time set up fee: \$180.00

Attendant required: staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.

Cart or Tabletop models available. Dimensions and electrical requirements available.

1385.00/day

FRESH POPPED POPCORN

Tabletop Popcorn Machine Rental
(Dimensions and electrical requirements available Attendant required staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour. *250.00/Day*

Popcorn Packs (Serves 10)
Includes: Paper Bags, Corn Kernels, Butter & Salt *10.00 each*

NON-ALCOHOLIC BEVERAGES

Customize your event with the right beverage services
based on your group from the options below.

KEURIG COFFEE MACHINE RENTAL

(Limited Quantities Available) Includes:
1 gallon jug of water, creamers, sugar/
sweetener, stirrers, napkins & disposable
cups. Client to Supply: 120v15 amp – please
contact SmartCity at 713-853-8900
150.00/day

ASSORTED COFFEE K-CUPS

4.50/each

ASSORTED TEA K-CUPS

4.50/each

1 GAL WATER JUG & CUPS

(Keurig Machine ONLY)
8.00/each

WATER COOLER RENTAL

Client to supply: 120v15 amp – please
contact SmartCity at 713-853-8900
100.00/day

5 GAL WATER JUG & CUPS

45.00/each

FRESH BREWED COFFEE

65.00/gallon

ASSORTED HOT TEA

65.00/gallon

FRUIT INFUSED WATERS

Strawberry Jalapeno
Cucumber Lemon
Minted Watermelon
60.00/gallon

SWEET ICED TEA

65.00/gallon

LEMONADE

59.00/gallon

ASSORTED SOFT DRINKS

Coke, Diet Coke, Sprite, Coke Zero
84.00 per case, per selection (24 per case)

BOTTLED WATER

Dasani *84.00 per case, (24 per case)*

MINUTE MAID ASSORTED FRUIT JUICES

Apple, Orange and Cranberry
84.00 per case, per selection (24 per case)

LOGO BOTTLED WATER BUY-OUT FEE

Please contact your Sales Manager for
pricing and approval *Price Varies*

20lb BAG OF ICE

20.00/each

ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

BARTENDER

Alcohol MUST be served by a Levy TABC Certified Bartender

Four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.

BEER:

Domestic Bottles *144.00 per case, per selection (24 per case)*

Import/Craft Bottles *168.00 per case, per selection (24 per case)*

KEGS

Domestic *475.00*

Import/Craft *675.00*

WINE BY THE BOTTLE

Foot Print Chardonnay, Merlot or

Cabernet Sauvignon *28.00/bottle*

House Sparkling Wine *30.00/bottle*

FULL SERVICE BAR & SPECIALTY COCKTAILS

** Minimum of 50 drinks; on consumption served in biodegradable/ disposable cups (No Glass Permitted in Exhibit Halls)*

***Bar Front Not Included ~ Additional \$150 Rental Fee Will Apply If Requested*

PREMIUM COCKTAILS**

Featuring Svedka, Bombay, Bacardi Superior, Agavales Blanco, Jameson, Jim Beam, Dewars

7.00 each

DELUXE COCKTAILS**

Featuring Tito's Vodka, Bombay Sapphire, Bacardi Superior, Agavales Reposado, Jameson, Maker's Mark, Dewar's 12, Crown Royal Rye

8.00 each

MIMOSAS**

Fresh Orange Juice & House Champagne disposable flutes *8.00 each*

TEXAS TEA**

Lemonade & Deep Eddie's Sweet Tea Vodka with Sugared Rim *8.00 each*

Alcohol Policy

- All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the Texas Alcoholic Beverage Commission (TABC) and Levy is responsible for the administration of their rules and regulations.
- Alcohol is NOT charged on consumption and can't be transferred for use the following day(s).
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away/promotions.
- Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract



Levy Convention Centers is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an Levy Representative. THIS INCLUDES BOTTLED WATER.

All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).

Food and beverages are provided on compostable disposable ware.

Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.

FOOD PREP: Levy can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.

INSURANCE: Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of \$1,000,000 per occurrence naming George R. Brown Convention Center, and Levy as additional insured. Be sure to check the [complete insurance requirements](#).

DELIVERY FEE: A \$25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.

LEVY DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.

ELECTRICAL: Please contact Smart City at 713.853.8900

BOOTH CLEANING & TRASH REMOVAL: Please contact Exhibitor Services at 713.853.8907

FOOD AND BEVERAGE SAMPLING

The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.

Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

FOOD SAMPLING

Items dispensed are limited to products manufactured by the exhibiting company

Any product that is not manufactured by the exhibiting company must be purchased from Levy if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Levy purchases.

Food items are limited to 'bite size' (3oz. or less).

Beverage items may be dispensed in containers holding not more than 4oz.

Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company **MUST** be purchased from Levy.

The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits **MUST** be displayed in booths at all times during the show.

Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.

Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

ALCOHOLIC BEVERAGE SAMPLING

All alcoholic beverages must be purchased through Levy, even if manufactured by the exhibitor.

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract

FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE: 17.26029@

FOLLOWING IS THE WHOLE CODE

Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

- 1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)**
- 2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.**
- 3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.**
- 4. All sawdust and shavings shall be kept damp at all times.**
- 5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.**
- 6. The use of liquified petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.**
- 7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.**
- 8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.**
- 9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.**
- 10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.**
- 11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.**
- 12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.**

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FIRE REGULATIONS – CITY OF HOUSTON
PAGE 2

- 13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.**
- 14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.**
- 15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.**
- 16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.**
- 17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.**
- 18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.**
- 19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.**
- 20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.**
- 21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.**
- 22. No vehicles shall be parked in fire lanes outside of buildings.**
- 23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.**
- 24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.**
- 25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.**