

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray and white back drape, 3' high gray side dividers, (1) 6' white draped table, (2) Limerick chairs,(1) wastebasket, and (1) 7" X 44" one-line booth identification sign.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, aisles will be carpeted in midnight blue. **Show management requires all exhibiting companies to carpet their booth space.** For your convenience, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form. Unless Freeman has been notified that previous arrangements have been made, carpet will be installed in any booth not carpeted by 12:00 p.m. on Sunday, June 26, and an invoice will be issued.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by June 02, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Saturday	June 25, 2016	9:00 AM - 5:00 PM
Sunday	June 26, 2016	8:00 AM - 6:00 PM

EXHIBIT HOURS

Monday	June 27, 2016	9:30 AM - 6:00 PM
Tuesday	June 28, 2016	9:00 AM - 5:00 PM
Wednesday	June 29, 2016	9:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Wednesday	June 29, 2016	4:00 PM - 10:00 PM
Thursday	June 30, 2016	8:00 AM - 11:00 AM

We will return empty containers by June 29, 2016 at 6:00 PM.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, June 30, 2016 at 11:00 AM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, June 30, 2016 at 11:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 fax: (469) 621-5618
 FreemanNewYorkES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 email: exhibit.transportation@freemanco.com.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by June 02, 2016. 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 **Freeman Online Mobile app**.

To place online orders, you will be required to login with 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.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

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

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
DIA 2016 52ND ANNUAL MEETING
 C/O FREEMAN
 9820 BLUE GRASS RD
 PHILADELPHIA, PA 19114

Freeman will accept crated, boxed or skidded materials beginning Monday, May 23, 2016, at the above address. Material arriving after June 16, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
DIA 2016 52ND ANNUAL MEETING
 C/O FREEMAN
 PENNSYLVANIA CONVENTION CENTER
 1101 ARCH STREET
 PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Saturday, June 25, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (201) 299-7575.

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

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 for Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by June 02, 2016.

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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 • Fax:(469) 621-5618
FreemanNewYorkES@freemanco.com

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

FREEMAN SHOW PACKAGE

DIA will provide the following Complimentary Furniture Package for each 10' x 10' booth at NO charge.

- 8' high back drape (grey and white)
- 3' high side dividers (grey)
- One (1) 6'L x 24"W x 30"H Draped Table, White
- Two (2) side chairs
- One (1) Wastebasket
- 7" x 44" ID Sign

- YES, I would like the Complimentary Furniture Package.
- NO, I do NOT need the Complimentary Furniture Package.
- I would like the following items only (please check which items you would like).

- One (1) 6'L x 24"W x 30"H Draped Table, White
- Two (2) side chairs
- One (1) Wastebasket

Please fax the completed form to 469-621-5618 by June 2, 2016

FREEMAN show package



Policies and Procedures for Exhibiting Companies

DIA 2016

JUNE 26-30

PHILADELPHIA, PA

A GATHERING OF GLOBAL PROPORTIONS

As of July 8, 2015

Eligibility

Only a company or organization identified and approved by DIA via a signed Application and Contract for Exhibit Space, submitted either by hard copy or online, may exhibit at the DIA 2016 Annual Meeting.

The Application and Contract for Exhibit Space and the official notice of acceptance of this application by DIA constitutes a contract between the Exhibitor and DIA and shall become binding upon both DIA and the Exhibitor as set forth in the Terms and Conditions of the Application and Contract for Exhibit Space. DIA will not accept any contract adjustments or changes.

Any producer or supplier of equipment, products or services whose proposed exhibit is directly related to the pharmaceutical, biotechnology, medical device, or related health care industries, and whose exhibit will contribute to the education of those registrants within the industry and/or their academic counterparts may apply for booth space.

DIA reserves the right to determine eligibility of any company or product to participate in the show at any time. DIA may refuse to accept an application for rental of exhibit space from, or terminate an already executed contract with, any company determined by DIA to be in competition with DIA or whose goods and/or services are not in its sole discretion, compatible with and complementary to the show, Annual Meeting, membership, or the industry. In the event of such termination or refusal, DIA shall refund, in full, all payments, including deposits, received from the Exhibitor.

Access to the Exhibit Hall

Exhibiting companies receive 1 (one) full meeting registration and 3 (three) exhibit booth personnel registrations for each 100 square feet of contracted booth space. Additional booth personnel registrations are not available for purchase; however, may be included with specific official marketing purchases. Additional staff are required to register as meeting attendees once an exhibiting company has filled its allotment of included badges.

Exhibitors must wear the official DIA supplied badge at all times in the Exhibit Hall. All badges are nontransferable and are the sole property of DIA. DIA, SPARGO, Inc., and DIA Security reserve the right to revoke any badge at any time.

No one under the age of 18 is allowed access to the exhibit area at any time. Proof of age may be required to obtain entrance.

Access to the Exhibit Hall by registered Exhibitors will be granted on Saturday, June 25 from 9:00AM to 5:00PM and Sunday, June 26 from 8:00AM to 6:00PM for booth installation. Access to the Exhibit Hall by registered Exhibitors will be granted on the days that the Exhibit Hall is open to meeting attendees as early as 7:00AM on Monday, June 27 and one hour prior to opening on Tuesday and Wednesday. Exhibitors may remain in the hall one hour after closing each day. All times listed are Eastern Daylight Time.

Booth Installation and Dismantle

DIA allows ample time before the event for exhibit booth installation. All Exhibitors and their independent contractors are required to adhere to the DIA schedule for exhibit booth installation and dismantle and to follow all DIA procedures. It is the exhibiting company's responsibility to make their contractors aware of and ensure their adherence to all DIA policies. Access to the Exhibit Hall during installation and dismantle times for booths is restricted to the published hours unless special arrangements have been made with DIA. Access during installation will be restricted to Exhibitors and independent contractors with badges only.

Absolutely no dismantling of booths will be permitted before the specified adjournment time of the trade show portion of the meeting as it is disruptive and dangerous to attendees and other Exhibitors. Penalties will be imposed on any Exhibitor who does not abide by this policy and will affect the Exhibitor's ranking in future booth selection process as well as the possibility of exhibiting at future meetings.

Subletting

Exhibitors may not sublet, assign, or share any part of the space allocated with another company or organization unless previous approval has been obtained in writing by DIA.

Failure to Occupy Space

Any space not partially occupied at least 30 minutes prior to opening will be forfeited by the Exhibitor and can be used by DIA in any manner, without refund, unless arrangements for delayed occupancy have been previously approved by DIA. All booths must be setup and ready for the show by the walk-through inspection. Exhibiting companies that fail to occupy and furnish contracted exhibit space will be charged for any expenses incurred by DIA to carpet the booth area and convert it to a lounge area.

Exhibit Space Selection and Assignment Order Point System

Exhibiting companies will have an opportunity to register and reserve booth space for the DIA 2017 53rd Annual Meeting while onsite in Philadelphia, PA. Booth selection appointment times will be coordinated by SPARGO, Inc. and are based on a point system.

DIA 2016 Annual Meeting Exhibitors earn Assignment Order points based on the following criteria:

Exhibit History Points

- Two Assignment Order points are earned for each year a company purchases exhibit space. (Points will be credited for the past 10 years plus the current year.)
- History points are reduced by 50% after missing one year.
- Companies not exhibiting for two consecutive years will forfeit all earned points.

Exhibit Space Points

- Two Assignment Order points are earned for each 10'x10' space purchased for the DIA 2016 Annual Meeting only.

Marketing and Industry Support

- One Assignment Order point is earned for each \$2,500 spent in Marketing and Industry Support for the DIA 2016 Annual Meeting only, if contracted by May 31, 2016.

Housing

- Two Assignment Order points are earned for reserving hotel rooms in the Exhibitor Room Block through DIA's official housing bureau, onPeak.

The DIA Assignment Order is calculated by totaling all points earned by each company. Companies are ranked by their total points and are scheduled for space selection appointments. Priority points will be calculated for the company name stated on the Exhibitor contract. If companies have since merged or been acquired, the resulting company may choose to use the highest points of any of the previous companies. Points will not be combined.

Exhibitors found to be in violation of DIA's rules and regulations will be subject to a reduction in Assignment Order points.

Registration and booth selection for the DIA 2017 53rd Annual Meeting for companies not exhibiting at the DIA 2016 Annual Meeting will open June 30, 2016. DIA and SPARGO, Inc. will make booth assignments upon receipt of a signed Application and Contract for Exhibit Space. DIA and SPARGO, Inc. will make a good faith effort to assign the Exhibitor a booth that conforms to the Exhibitor's booth selection, size, and location criteria, including proximity to other companies, as indicated by the Exhibitor in its Application. Notwithstanding the above, DIA retains sole discretion to assign exhibit space and may change the original allocation of space by notification to the Exhibitor's authorized representative.

Booth Structure and Décor Guidelines

All exhibit floor spaces must be carpeted or covered with an approved material (bare floors in booths are not allowed). Unless Freeman, the official show services provider, has been notified that previous arrangements have been made, carpeting will be installed in any booth not carpeted by 12:00PM on Sunday, June 26, 2016, and an invoice will be issued.

Exhibitors may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment. Electrical cords, rear sides of audio/visual equipment and other aspects of the exhibit not intended for public view must be concealed or displayed so as not to distract from neighboring exhibits. Any portion of the exhibit with visible unfinished sides or back exposed must be draped off at the Exhibitor's expense.

The aisles, passageways, overhead spaces, public meeting rooms, and other meeting facilities are controlled by DIA. Exhibitors may not have displays, furniture, etc. in the Exhibit Hall aisles, nor may they install banners or hanging signage spanning Exhibit Hall aisles or on building columns or walls. No lighting, fixtures, or overhead lighting are allowed outside the boundaries of the booth space, and should not project onto other exhibits or the aisles. Lighting that spins, rotates, pulsates, and other special lighting effects should be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the event.

Provided Exhibitor booth space is sufficient, DIA does allow automobiles or trucks on the show floor. Prior authorization from DIA is mandatory and additional charges may be incurred with having an automobile on the show floor. These charges are the responsibility of the Exhibitor and will be disclosed at the time of approval. An additional agreement must be signed indicating the Exhibitor's approval of the terms and fees.

Fire Regulations

Each Exhibitor is responsible for knowledge of and adherence to all Philadelphia, PA fire and safety codes referenced in the Exhibitor Service Kit. All electrical signs and equipment must be wired to meet the specification of Underwriters Laboratories (UL) and must conform to appropriate federal, state, and municipal codes. Exhibitors must comply with all applicable laws and regulations.

Americans with Disabilities Act (ADA)

Each Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify DIA against any claims, damages, loss or exposure, including attorney's fees and costs, arising out of or related to any alleged ADA violation.

Inline Booths

Inline 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. DIA will provide a standard draped booth, consisting of an 8ft (2.44m) high backdrop, 3ft (0.91m) high-draped side rails, and a 7"x44" (17cm x 112cm) Company ID sign which will include the "exhibiting as" company name from the exhibit space application and the booth number. Hanging signs are not permitted over inline booths.

Regardless of the number of inline booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 8ft (2.44m) is allowed only on the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. No objects or decorations that obstruct visibility will be permitted. End-cap or back-to-back booths are not permitted.

Note: When three or more inline booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A corner booth is an inline booth at the end of a series of inline booths with exposure to intersecting aisles on two sides. All other guidelines for inline booths apply.

Island Booth

An island booth is exposed to aisles on all four sides. An island booth is typically 400 square feet (36 square meters) or larger. Exhibitors who wish to construct an island booth are required to submit a scaled floor plan and elevation diagram (digitally) to DIA / SPARGO, Inc. for approval by May 16, 2016. These plans must include hanging signs and rigging components. The plan must include the scale utilized. Any changes that occur after initial submission must be resubmitted to DIA for approval prior to the Meeting. Multi-level booths must receive proper approval from DIA and the convention center and/or the appropriate local government agency.

All island booths must have ample sight lines to assure adjacent exhibits are visually accessible. If booth design includes a wall, there must be at least two feet on either side open to allow for sight lines to neighboring booths. The maximum height of an island booth is 20ft (6.1m). The top of the booth's sign may not extend more than 20ft (6.1m) from the Exhibit Hall floor and cannot block the visibility of DIA signs or other Exhibitors' booths. Hanging signs must be hung directly over the island booth and not in the aisles.

Island booths may use special lighting. Lighting must be directly over or in the Exhibitor's booth and cannot affect other Exhibitors or aisles.

Booth Activity Guidelines

Exhibitors are expected to maintain decorum in and around their exhibit space so as not to offend or disturb other Exhibitors. Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others.

DIA reserves the right to prohibit and require immediate cessation of any activity or distribution of materials it deems inappropriate or disruptive.

Demonstration areas must be organized within the Exhibitor's space so as to not interfere with any traffic in the aisle, and sampling or demonstration tables must be placed a minimum of 2ft (60cm) from the aisle so as to prevent accidental injury to spectators. Should the spectators interfere with the normal traffic flow in aisles or overflow into neighboring exhibits, the presentation will be limited or eliminated.

Booths must be staffed at all times the Exhibit Hall is open.

No company may advertise their company's meetings or training course material, advertisements or brochures that compete with

DIA or any of its events, from within their booth, in any space occupied by the DIA, or in any promotional mailing piece.

All promotional material must be confined to the exhibiting companies' booth or areas designated with the purchase of specific official additional marketing opportunities. Materials found outside these areas will be discarded and the Exhibitor will receive a violation penalty.

DIA offers a wide range of additional support, marketing and branding opportunities. Details and fees for the services offered are included in the Marketing & Industry Support Opportunities brochure.

Marketing activity at hotels contracted by DIA is strictly forbidden without approval of DIA, and in some cases prohibited altogether. DIA reserves the right to halt any unapproved advertising activity at contracted hotels.

A marketing free zone will be in place around the conference facility and surrounding area. This zone will restrict exhibiting companies from marketing activities not approved by DIA, including but not limited to, street teams, motor vehicles, Segways, street decals, and literature distribution. DIA reserves the right to halt any unapproved activity within this zone.

Use of DIA Logo and Annual Meeting Name

The use of DIA's logo is not permitted in Exhibitor promotional materials or Exhibitor signage. Meeting graphics in multiple sizes will be made available for Exhibitor use on Exhibitor's website, emails or other promotional materials announcing their participation at the Annual Meeting. These banners should be hyperlinked to www.DIAglobal.org/DIA2016 and reference the meeting as the DIA 2016 Annual Meeting.

Exhibit Personnel Professionalism

It is the responsibility of each exhibiting company contact to make sure their exhibit personnel are aware of and adhere to all DIA policies, applicable terms of the Application and Contract for Exhibit Space, and conduct themselves in a professional manner.

Exhibit Personnel may not enter the exhibit space of another Exhibitor without permission from the latter. At no time may anyone enter an unstaffed booth of another Exhibitor.

Exhibit personnel, including vendors hired to work in their booth, may not solicit attendees, speakers, or other Exhibitors from outside of their booth or elsewhere in the meeting venue.

Prohibited Activities and Items in the Exhibit Hall

Unless a special exception has been granted by DIA in advance for fundraising activities to benefit certain not-for-profit organizations, Exhibitors may not engage, directly or indirectly, in any fundraising in the Exhibit Hall. Any organization seeking an exception must receive written approval from DIA at least 60 days in advance of first move in day.

Exhibiting companies are limited to taking orders for products and services. Sales transactions and/or any exchange of money on the show floor are not permitted.

In addition, the following are prohibited in the Exhibit Hall:

- Soliciting attendees, speakers, or Exhibitors in the aisles(s) outside booth space, in booths other than their own, or elsewhere in the meeting venue.
- Distribution of advertising, marketing materials, and product literature in any area outside their booth space or where permitted with the purchase of an official marketing opportunity.
- Helium balloons or other lighter than air objects.
- Live animals, with the exception of authorized service animals.
- Popcorn machines.
- Excessive amplification devices which may result in the disturbance of other Exhibitors.
- Using lead retrieval devices in session rooms or without the consent of the attendee, speaker, or Exhibitor.

Photography, Video Recording, and Audio Recording

By attending the DIA 2016 Annual Meeting you give permission for images of you, captured during the conference through video, photo, and/or digital camera, to be used by DIA in promotional materials, publications, and website and waive any and all rights including, but not limited to compensation or ownership.

Exhibitors are permitted to photograph, videotape, and/or audiotape within their own booth space and may photograph, videotape, and/or audiotape Exhibit Hall attendees provided permission has been granted by the subject.

Exhibitors may not photograph or videotape other Exhibitors' or organizations' exhibits. All photography, video, and audio equipment must remain with Exhibitors' booth space and must not disrupt visitor traffic.

Exhibitors who do not wish to use DIA's official photographer or videographer listed in the Exhibitor Service Manual must submit a Notification of Intent to Use an Exhibitor Appointed Contractor Form located in the online Exhibitor Resource Center. The Exhibitor appointed photographer/videographer must provide DIA with proof of adequate insurance as part of the EAC notification and comply

with the meeting facility's policies and procedures for Exhibitor Appointed Contractors.

All Exhibitor Appointed Contractors working on show days must have official meeting badges. Exhibitors are responsible for making sure all contractors are badged appropriately and are responsible for all associated costs.

Food and Beverage

All food and beverage must be purchased or coordinated through the official catering service, Aramark, with the exception of individually wrapped candies.

Alcoholic beverages are permitted to be served and consumed in the exhibit booth providing this is in accordance with conference facility rules.

Permission must be received from DIA in advance of a show if unopened bottles of alcoholic beverages are given to attendees as gifts.

No popcorn machines are permitted.

Providing Prizes and Giveaways

Exhibit booth giveaway items are permitted but should be modest in value and appropriate for a professional meeting. Items that are of educational value to the audience are preferred. Upon request from an Exhibitor, DIA will review proposed giveaway items in advance of the meeting to ensure they are acceptable. Giveaways must be available to all registered attendees immediately upon request.

DIA may withhold or withdraw permission to distribute gifts, souvenirs, advertising or other materials, which at its sole discretion, are considered objectionable or inappropriate.

Exhibit booth raffles are permitted; however, we request that the value of raffle prizes does not exceed \$1,000. It is the responsibility of the Exhibitor to notify the raffle winners of their prize and to either provide the prize onsite or arrange for shipping to the winner. DIA will not utilize the public announcement system to make Exhibitor announcements.

Attendee Data and Lead Retrieval

DIA respects the privacy all of its customers. DIA does not sell, rent, publish, or otherwise share contact information for its attendees, speakers, or exhibitors. Attendee lists will be available upon request once the DIA 2016 Annual Meeting has been made live on the DIA Global App in early May. Attendee lists do not include contact information.

We strongly encourage Exhibitors to use the recommended lead retrieval service, Experient. Attendee, speaker, and exhibitor badges include a QR Code that links to the registrant's record. The QR Code itself does not include any contact data, but is used by Experient to access stored contact information. Lead retrieval devices and apps are permitted to be used outside the Exhibit Hall, but not within DIA sessions or meeting room corridors. Permission must be granted from the attendee, speaker, or exhibitor prior to scanning their badge. Equipment that scans attendee information without their approval is strictly prohibited.

Exhibitor Sponsored Special Events and Hospitality Functions

Hospitality functions at DIA meetings provide a forum for networking with clients and prospects in a setting that is unique to the host. The term "hospitality" encompasses every type of function including a large party, a VIP suite for exhibiting company's executives, a small private breakfast, luncheon, reception, or an off-site event.

DIA reserves all function space at the designated convention center and all contracted room block hotels. Confirmed Exhibitors may request through the use of the Event & Meeting Space Application Form the release of function space at contracted hotels. Function space at the convention center is not available.

An Event & Meeting Space Application Form must be completed and approved in order to obtain function space or VIP suite. DIA reserves the right to close any hospitality suite, meeting room, or public room or decline to make rooms or suites available at future DIA conferences if an organization does not comply with these guidelines.

Indemnification

The Exhibitor shall indemnify and hold harmless DIA, SPARGO, Inc., Freeman, the meeting facility, and their respective officers, directors, members, volunteers, contractors, agents, and employees ("DIA Indemnities") from and against any and all liabilities, damages, actions, losses, claims and expenses (including attorneys' fees and costs) resulting from negligent or willful acts or omissions, or breach of the Application and Contract for Exhibit Space resulting from participation in the Event by Exhibitor, its employees, agents, or contractors. Such indemnification includes, but is not limited to, actions or claims for personal injury, death, damage to or loss of property, product liability, unfair competition, defamation, antitrust, and copyright, trademark, or patent infringement.

Exhibitor Insurance

Exhibitor shall, at its sole cost and expense, procure and maintain through the term of each contract, comprehensive general liability insurance against any claims for bodily injury or death and property damage in connection with the Event. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name DIA, SPARGO, Inc., Pennsylvania Convention Center, and Freeman as additional insureds. During the term hereof, the Exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of Exhibitor's employees engaged in the performance of any work for Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the Exhibit Hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to DIA, or its agent or representative within 30 days of acceptance of Exhibitor's application.

The standard form of proof of insurance is the ACORD Certificate of Liability Insurance. In such cases as the exhibiting company name differs from the name on the certificate, please provide the name of the exhibiting company in order for accurate accounting of insurance. This form must be sent into the DIA exhibit department at least one month or earlier before the exhibition begins. Any Exhibitor planning to use a contractor other than the one designated by DIA to supervise the set up and dismantling of their exhibit must notify the DIA exhibit department in writing one month before the exhibition occurs. The EAC (Exhibitor Appointed Contractor) must submit an original and valid certificate of insurance to DIA and must cover the time period from move-in through move-out.

Companies from outside the US and Canada may provide a written statement of their insurance coverage from their insurance broker. Companies that are self-insured or government agencies may provide a written statement of their self-insured status.

Security

Exhibitors are responsible for security of their exhibit and its contents. Security personnel contracted directly by DIA are intended primarily for crowd control and credentials verification. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. DIA is not responsible for the security of Exhibitors' property. Protection, both security and insurance coverage, of Exhibitors' property is the sole responsibility of the Exhibitor.

Cancellations and Refunds

Exhibitors have the right to cancel their space reservations at any time by written notice to DIA. A non-refundable cancellation or downsizing penalty will be withheld from the amount refunded to cover administrative costs. Cancellation and downsizing penalties shall be assessed for all cancellations and reductions in booth space reservations. Cancellation/downsizing penalties are outlined on the Application and Contract for Exhibit Space. Refunds will be issued based on the total amount of exhibit space reserved or retained, the total amount paid, and the date the notice of cancellation is received. Exhibitors are responsible for canceling their own hotel and airline reservations. DIA retains the right to resell any exhibit space cancelled by the Exhibitor without any payment to the Exhibitor. The use of any complimentary Exhibitor registration badges is forfeited upon cancellation of space.

DIA's Inability to Fulfill Obligation

Should fire, hurricane, earthquake, flood, strikes, civil disturbance, Acts of God, political or social boycott, or any other circumstances beyond the control of DIA or the Pennsylvania Convention Center make it illegal, impossible, commercially impractical, or inadvisable to hold the show at the scheduled time, DIA may postpone or cancel its show and DIA shall retain such part of the Exhibitor's exhibit fees as shall be required to compensate DIA for reasonable expenses incurred up to the time of such postponement or cancellation. All remaining exhibit fees shall be refunded. If an event is cancelled, DIA is not responsible for any airfare, hotel or other costs incurred by Exhibitors. In no event shall DIA be liable for indirect, special, or consequential damages.

Amendment of Rules

DIA reserves the right to make changes, amendments, and additions to the terms and conditions, the Exhibitor Policies and Procedures, or other show requirements or rules at any time, and all changes, amendments, and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised in writing of any such changes. Any matters not specifically covered are subject to the discretion of DIA.



Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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



Personnel and Best Practices

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



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

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

DISCOUNT PRICE
DEADLINE DATE
JUNE 02, 2016

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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 (422774) on your remittance.

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

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

AMERICAN EXPRESS **MASTER CARD** **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.
<http://feedback.freemanco.com/?422774>

FREEMAN method of payment

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS MASTERCARD VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (422774)

FREEMAN third party authorization

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freeman

TRANSPORTATION COMPLETE



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

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

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



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



EXHIBIT transportation

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

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

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

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

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

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

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

FREEMAN

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

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

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

DIA 2016 52ND ANNUAL MEETING

C/O: FREEMAN
9820 BLUE GRASS RD
PHILADELPHIA, PA 19114

MUST BE DELIVERED BY JUNE 16, 2016

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

FREEMAN / Exhibiting Company Name / Booth #

DIA 2016 52ND ANNUAL MEETING

C/O: FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST
PHILADELPHIA, PA 19107-2299

CANNOT BE DELIVERED BEFORE JUNE 25, 2016

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@freemanco.com

or

Fax: (469) 621-5810

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

SHOW # (422774) _____

FREEMAN exhibit transportation

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing. 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.

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; and (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, 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, carpet and / or pad-only shipments, and / or unskidded machinery without proper lifting bars or hooks.

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 Fax: (469) 621-5618
 FreemanNewYorkES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (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.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
 (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
-------------	------------------	--------------------

The rates listed below include Inbound and Outbound Overtime.

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$175.00	350.00
Special Handling Shipment	\$227.50	455.00
Carpet and/or Pad Only Shipment	\$262.50	525.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$180.00	360.00
Special Handling Shipment	\$234.00	468.00
Uncrated or Pad Wrapped Shipment	\$270.00	540.00
Carpet and/or Pad Only Shipment	\$270.00	540.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 55.00	

*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 June 16, 2016	\$ 87.50	175.00
Show Site Shipment after June 26, 2016	\$ 90.00	180.00

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

**The warehouse will receive shipments
 Monday through Friday during the hours of 8:00 AM. - 2:30 PM.
 To check on the arrival of freight, please call (201) 299-7575.**

8% Tax	
Total	

FREEMAN material handling

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

Truck Marshalling Yard

Oregon Avenue

Directions to Marshalling Area:

- Continue East on Vine Street (Left Lane)
- Turn LEFT at Dead End (7th Street)
- Enter I-95 on Ramp
- Follow I-95 South
- Take exit 20 onto Columbus Blvd/Washington Avenue
- Turn RIGHT at bottom of ramp onto Columbus Blvd
- Continue SOUTH on Columbus Blvd for 1.8 miles
- Turn LEFT onto Oregon Avenue into Marshalling Area

- Go into **Franks Diner** to Sign In
2433 South Columbus Blvd Philadelphia, PA 19148 (GPS)

Directions from Marshalling Area to Convention Center:

- Continue NORTH on Columbus Avenue
- Turn LEFT onto 676 West/Central Philadelphia (Two Traffic lights past Washington Avenue)
- Exit at Broad Street
- Turn LEFT onto Vine Street (First Traffic light) Follow Vine Street to 12th Street (Convention Center Loading Ramp)
- Follow Vine Street to 12th Street (Convention Center Loading Ramp)

F R E E M A N

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 Fax: (469) 621-5618
 FreemanNewYorkES@freemanco.com

OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation **Other Carrier**

No need to schedule your outbound shipment. 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 a Level of Service:

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

Select Shipment Options (if applicable)

Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

Select Desired Number of Labels: _____

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

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 23, 2016

RECEIVING DATE BEGINS: MAY 23, 2016

DEADLINE DATE IS: JUNE 16, 2016

DEADLINE DATE IS: JUNE 16, 2016

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
9820 BLUE GRASS RD**

PHILADELPHIA, PA 19114

**C/O: FREEMAN
9820 BLUE GRASS RD**

PHILADELPHIA, PA 19114

WAREHOUSE

WAREHOUSE

EVENT: DIA 2016 52ND ANNUAL MEETING

EVENT: DIA 2016 52ND ANNUAL MEETING

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 25, 2016

CANNOT DELIVER BEFORE JUNE 25, 2016

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST

PHILADELPHIA, PA 19107-2299

C/O: FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST

PHILADELPHIA, PA 19107-2299

SHOW SITE

SHOW SITE

EVENT: DIA 2016 52ND ANNUAL MEETING

EVENT: DIA 2016 52ND ANNUAL MEETING

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 23, 2016

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DEADLINE DATE IS: JUNE 16, 2016

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TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
9820 BLUE GRASS RD**

PHILADELPHIA, PA 19114

**C/O: FREEMAN
9820 BLUE GRASS RD**

PHILADELPHIA, PA 19114

HANGING SIGN

HANGING SIGN

EVENT: DIA 2016 52ND ANNUAL MEETING

EVENT: DIA 2016 52ND ANNUAL MEETING

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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



FURNISHING essentials

seating

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

diva series

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

diva counter stool

17"W 16"L 36"H – N71092

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

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

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



executive chair

Black Tweed

28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



seating

limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



black diamond stool

22"W 18"L 46"H – N71088



soho bistro table (page 6)

lounge seating

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



signature loveseat

Black

33"W 60"L 33"H – N73091

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

signature chair

Black

33"W 35"L 33"H – N71093



tables

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

glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

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



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027



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

tables

pedestal tables

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

soho series

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



chelsea series

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



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



office furniture

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



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

office series

Cherry or Oak

five-foot desk

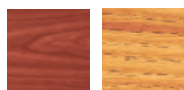
30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

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

bookcase

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



milano table

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

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



luna table

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

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



hemingway writing table

Black
24"W 49"L 29"H – N720191





display

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

draped or undraped table counters

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



	3'	4'	6'	8'
tables (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

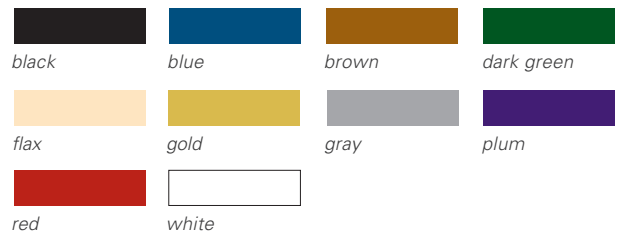


Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

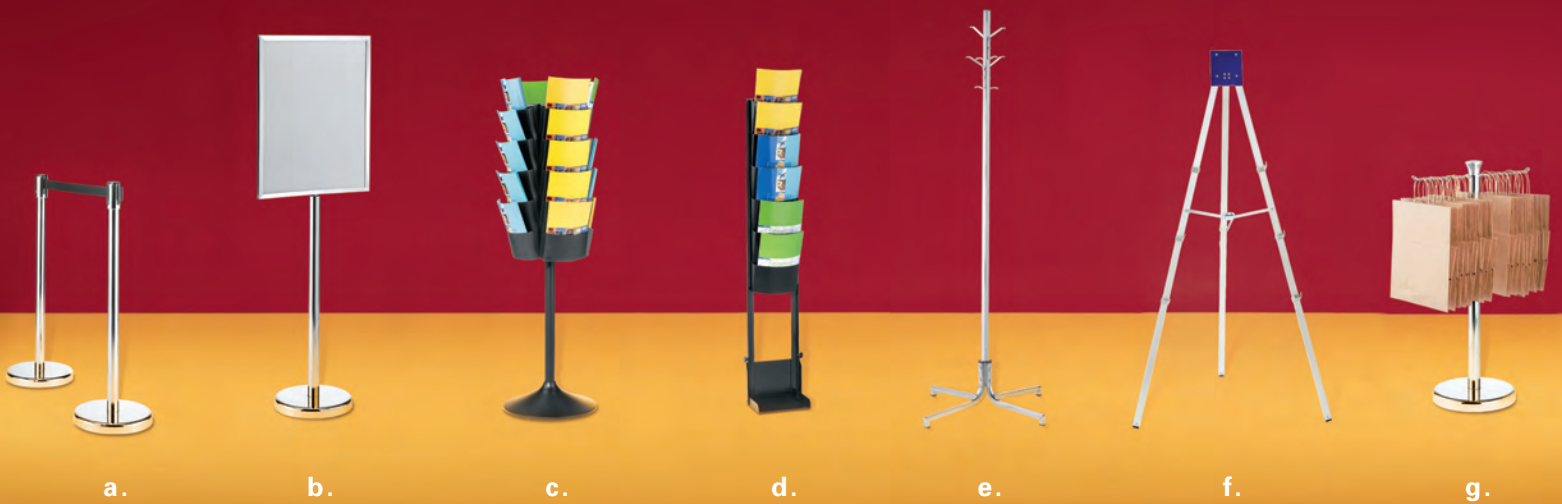
Black

24"W 49"L 42"H – N72056



accessories

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



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

special draping

(not pictured)

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

accessories

file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



floor-standing bulletin board

48"W 96"L 78"H – C10201484



table lamp*

Black

25"H – N75052



small refrigerator*

19"W 19"L 34"H – N75057



wastebasket

Wastebasket color may vary.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JUNE 02, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71092	Diva Counter Stool	308.50	339.35	431.90	_____
___	N71091	Diva Chair	270.05	297.05	378.05	_____
___	N710144	Diplomat Chair	385.00	423.50	539.00	_____
___	N71038	Cherry Barrel Chair	262.20	288.40	367.10	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	405.10	445.60	567.15	_____
___	N71047	Gray Gaslift Stool	356.70	392.35	499.40	_____
___	N71046	Gray Gaslift Chair w/Arms ..	356.70	392.35	499.40	_____
___	N71045	Gray Gaslift Chair	280.85	308.95	393.20	_____
___	N71044	Executive Chair	375.80	413.40	526.10	_____
___	N71089	Black Diamond Side Chair..	172.80	190.10	241.90	_____
___	N71090	Black Diamond Arm Chair..	203.55	223.90	284.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71088	Black Diamond Stool	256.40	282.05	358.95	_____
___	C210108	Limerick® Chair..... by Herman Miller	107.80	118.60	150.90	_____
___	C210109	Limerick® Stool..... by Herman Miller	151.10	166.20	211.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING						
___	N73091	Signature Loveseat	1,208.30	1,329.15	1,691.60	_____
___	N71093	Signature Chair	542.50	596.75	759.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
___	N72026	Cherry Cocktail Table.....	199.35	219.30	279.10	_____
___	N72027	Cherry End Table.....	157.50	173.25	220.50	_____
___	N72015	Glass Conference Table.....	496.65	546.30	695.30	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	107.90	118.70	151.05	_____
___	N72029	Metro Slate End Table.....	107.90	118.70	151.05	_____
___	C115103	Studio Black Cocktail Table.	107.90	118.70	151.05	_____
___	C115104	Studio Black End Table.....	107.90	118.70	151.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	158.05	173.85	221.25	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	206.80	227.50	289.50	_____
___	N72070	Black-top Bistro 24"W x 42"H	206.80	227.50	289.50	_____
___	N72067	Black-top Café Table 36"x30".	242.85	267.15	340.00	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	279.50	307.45	391.30	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	206.80	227.50	289.50	_____
___	N72064	Café Table 36"W x 30"H	206.80	227.50	289.50	_____
___	N720163	Bistro Table 30"W x 42"H	206.80	227.50	289.50	_____
___	N720164	Bistro Table 36"W x 42"H	206.80	227.50	289.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE						
___	N72093	Milano Table/Blonde Top	528.50	581.35	739.90	_____
___	N72092	Milano Table/Black Top	528.50	581.35	739.90	_____
___	N72094	Luna Table/Black Top	716.00	787.60	1,002.40	_____
___	N720191	Hemingway Writing Table	472.30	519.55	661.20	_____
___	N74061	Cherry Desk 5'	500.25	550.30	700.35	_____
___	N74065	Cherry Bookcase	418.30	460.15	585.60	_____
___	N74064	Cherry Credenza	356.70	392.35	499.40	_____
___	N74071	Oak Desk 5'	500.25	550.30	700.35	_____
___	N74075	Oak Bookcase	418.30	460.15	585.60	_____
___	N74074	Oak Credenza	356.70	392.35	499.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE						
___	N72056	Display Counter.....	251.85	277.05	352.60	_____
___	N75079	Orion Computer Kiosk.....	387.75	426.55	542.85	_____
___	N75030	Black Display Cube/Small.....	278.60	306.45	390.05	_____
___	N75031	Black Display Cube/Medium....	298.20	328.00	417.50	_____
___	N75032	Black Display Cube/Large.....	338.05	371.85	473.25	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	216.70	238.35	303.40	_____
___	N75021	Black Display Cylinder/Med.	216.70	238.35	303.40	_____
___	N75022	Black Display Cylinder/Lg....	216.70	238.35	303.40	_____

Remember to select a color for items
with checkboxes. A color will be
selected for you if not indicated.

DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: _____ X
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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H.....	173.95	191.35	243.55	___
___	C130630	Draped Table 6'L x 30"H.....	215.30	236.85	301.40	___
___	C130830	Draped Table 8'L x 30"H.....	248.00	272.80	347.20	___
___	C1240463	4th Side Drape 6'L x 30"H...	54.35	59.80	76.10	___
___	C1240483	4th Side Drape 8'L x 30"H...	54.35	59.80	76.10	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	248.00	272.80	347.20	___
___	C130642	Draped Counter 6'L x 42"H.	261.70	287.85	366.40	___
___	C130842	Draped Counter 8'L x 42"H.	307.15	337.85	430.00	___
___	C1240464	4th Side Drape 6'L x 42"H...	64.85	71.35	90.80	___
___	C1240484	4th Side Drape 8'L x 42"H...	64.85	71.35	90.80	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	64.85	71.35	90.80	___
___	C131630	Undraped Table 6'L x 30"H..	80.30	88.35	112.40	___
___	C131830	Undraped Table 8'L x 30"H..	95.60	105.15	133.85	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	95.00	104.50	133.00	___
___	C131642	Undraped Counter 6'Lx42"H	108.35	119.20	151.70	___
___	C131842	Undraped Counter 8'Lx42"H	124.75	137.25	174.65	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide						
___	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	___
___	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	___
___	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	___
___	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	___
___	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	___
___	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Table Top Risers - Risers are 8" wide						
___	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	___
___	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	___
___	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	___
___	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	___
___	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	___
___	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	C220121	Chrome Stanchion w/belt ..	99.30	109.25	139.00	___
___	C220118	Chrome Sign Holder	107.90	118.70	151.05	___
___	N750135	Round Literature Rack	284.65	313.10	398.50	___
___	N750136	Flat Literature Rack	244.30	268.75	342.00	___
___	C220109	Chrome Coat Tree	65.70	72.25	92.00	___
___	C220134	Chrome Easel	45.05	49.55	63.05	___
___	C220110	Chrome Bag Rack	150.90	166.00	211.25	___
___	220107	Wastebasket	N/A	N/A	N/A	___
___	220106	Corrugated Wastebasket....	30.70	33.75	43.00	___
___	N75057	Small Refrigerator	634.50	697.95	888.30	___
___	N75052	Black Table Lamp	171.20	188.30	239.70	___
___	N74082	File Cabinet/2 Drawer	216.70	238.35	303.40	___
___	N74081	File Cabinet/4 Drawer	267.75	294.55	374.85	___
___	10201484	Bulletin Board	390.70	429.75	547.00	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	21.70	23.85	30.40	___
___	12108	Special Drape 8'H (per ft.) ...	27.65	30.40	38.70	___

TOTAL COST		
Sub-Total	+	8% Tax
	=	Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.



SELECT furnishings

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.


naples



chair

Black Leather

36" L 30" D 28" H – 810119


 Powered options available



loveseat

Black Leather

62" L 30" D 28" H – 830120


 Powered options available



sofa

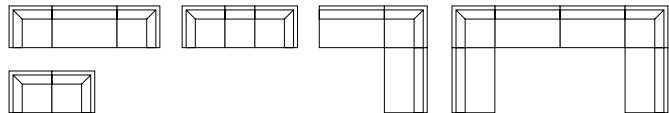
Black Leather

87" L 30" D 28" H – 830119

 Powered options available

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather


24" L 24" D 28" H – 810117



sofa

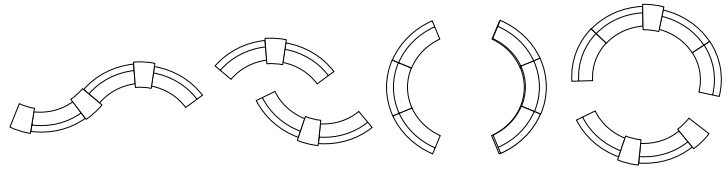
Black Leather

48" L 24" D 28" H – 830116

 See pages 17, 18, 19 and 20 for all Powered options.

south beach

possible configurations



sofa
Platinum Suede
69" L 29"D 33"H – 8301



ottoman
Platinum Suede
25" L 31"D 18"H – 8151

key largo



loveseat
Black Fabric
57" L 35"D 34"H – 830950



sofa
Black Fabric
79" L 35"D 34"H – 830951



chair
Black Fabric
35" L 35"D 34"H – 810950

seating



allegro

chair

Blue Fabric
36" L 34.5" D 30" H – 81019

sofa

Blue Fabric
73" L 34.5" D 29.5" H – 83015



fairfax

chair

White Vinyl/Brushed Metal
27" L 26" D 30" H – 810949

sofa

White Vinyl/Brushed Metal
62" L 26" D 30" H – 830949



tangiers

chair

Beige Fabric
34" L 37" D 36" H – 810118

sofa

Beige Fabric
78" L 37" D 36" H – 830118



roma

chair

White Vinyl
37" L 31" D 33" H – 81020
⚡ Powered options available

sofa

White Vinyl
78" L 31" D 33" H – 83016
⚡ Powered options available



⚡ See pages 17, 18, 19 and 20 for all Powered options.

casual seating

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

ottomans

endless square

Black Leather – 815123
White Leather – 815122
 34" L 34" D 15" H



endless curved ottoman

White Leather – 815953
Black Leather – 815952
 60.5" L 37.5" D 15" H



leather cube

Black Leather – 81512
White Leather – 81511
 17" L 17" D 18" H



edge LED cube ottoman*

High Density Plastic
 20" L 20" D 20" H – 81526



*Electrical power must be ordered separately.

ottomans

ottoman bench

Black Leather – 815121

White Leather – 815120

60”L 20”D 18”H



vibe cube

Blue Vinyl – 81518

Pink Vinyl – 81520

Red Vinyl – 81519

Yellow Vinyl – 81517

Orange Vinyl – 81525

18”L 18”D 18”H



occasional chairs

madrid chair

Black Leather/Chrome

30”L 30”D 31”H – 8102



madrid chair

White Leather/Chrome

30”L 30”D 31”H – 810816



occasional chairs

meeting chair

White Vinyl – 810948

Espresso Bonded Leather – 810835

Taupe Microfiber – 810836

25.5" L 23.5" D 34" H



wendy chair

Clear Acrylic

15" L 19.7" D 35.8" H – 810847



swanson chair

White Vinyl

28" L 25" D 18" H – 810875



ICE side chair

Transparent

17.25" L 20" D 32" H – 810814



fusion chair (white/black)

White/Black High Density Plastic

19" L 21" D 32" H – 810838



occasional chairs

razor armless chair

White High Density Plastic
15.38" L 15.5" D 30.5" H – 810837



new york chair

Onyx/Maple Wood/Chrome
23" L 32" D 33" H – 81090



tub chair

Black Fabric
31" L 31" D 31" H – 8103



madden chair

Light Gray Vinyl
27" L 32" D 33" H – 810843



christopher chair

White Vinyl/Chrome
17" L 19" D 35" H – 810846



rustique chair with arms

Gunmetal
20" L 18" D 31" H – 810841



occasional chairs

berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



conference chairs

labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel
25" L 20" D 34" H - 81063



luxor executive chair

Black Leather
27" L 28" D 47" H
Adjustable - 810807



pro executive mid back chair

White Vinyl
24" L 22" D 40" H - 810945



pro executive guest chair

Black Vinyl
24" L 22" D 36" H - 810947



pro executive high back chair

White Vinyl - 810844
Black Vinyl - 810946
25" L 24" D 48" H



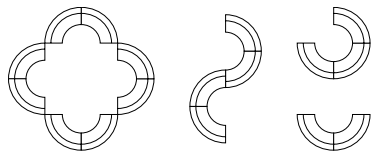
bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs

67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

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

Black Vinyl – 33010

Blue Ultra Suede – 3309

Red Vinyl – 33042

White Vinyl – 33043

21"L 21"D 33"H



bars & barstools

ICE barstool

Transparent/Chrome Legs
16.75"L 16"D 37.75"H – 810815



rustique barstool

Gunmetal
13"L 13"D 30"H – 810839



shark swivel barstool

White Plastic/Chrome
22"L 19"D 34-44"H
Adjustable – 810202



christopher barstool

White
19"L 15"D 41"H – 810848



jetson barstool

Black Vinyl/Black Steel
18"L 19"D 29"H – 810706



gin barstool

Maple Wood/Chrome
16"L 16"D 29"H – 810505



bars & barstools

oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17"L 20"D 30"H



zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15"L 17"D 31-35"H



banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21"L 22"D 30"H



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

occasional end & cocktail tables



inspiration

end table

Tempered Glass/Painted Steel
24" L 28" D 22" H – 82023

table

Tempered Glass/Painted Steel
42" L 28" D 18" H – 82022



geo

end table

Glass/Black Steel – 82025
Glass/Chrome – 82035
26" L 26" D 20" H

table

Glass/Black Steel – 82024
Glass/Chrome – 82034
50" L 22" D 16" H



sydney

end table

Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27" L 23" D 22" H

table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48" L 26" D 18" H

⚡ Powered options available



⚡ See pages 17, 18, 19 and 20 for all Powered options.

occasional end & cocktail tables



silverado

end table

Tempered Glass/Painted Steel
24" Round 22"H – 82015

table

Tempered Glass/Painted Steel
36" Round 17"H – 82014



regis

end table

Brushed Metal
16"L 15.5"D 16.5"H – 82075

bench/table

Brushed Metal
47"L 15.5"D 16"H – 82074



candy table

White Plastic/Black Laminated Top
18"L 18"D 18"H – 82056



aura round table

White Metal
15" Round 22"H – 820844



edge LED cube table*

White Plastic/Clear Acrylic Top
20"L 20"D 20"H – 82057



*Electrical power must be ordered separately.

occasional end & cocktail tables

nova white oval table

White Laminate/Chrome
71"L 35.5"D 29"H – 82060



geo conference table

Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H



communal table (maple)

Laminate/Metal
72"L 26"D 30"H – 82067
72"L 26"D 42"H – 82068



communal table (white)

Laminate/Metal
72"L 26"D 30"H – 82063
72"L 26"D 42"H – 82066



communal table (maple with grommets)

Laminate/Metal
72"L 26"D 30"H – 82058
72"L 26"D 42"H – 82059



conference tables

manhattan table

Glass/Black Steel

42" Round 29"H – 82033



42" round white conference table

White Laminate

42" Round – 820708



computer desk / table

work desk

White Laminate

48"L 24"D 30"H – 820706



merlin table

Gray Laminate

46"L 29"D 30"H – 820707



powered

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

powered seating

roma chair, powered*

White Vinyl

37" L 31" D 33" H – 81021



power panel detail



roma sofa, powered*

White Vinyl

78" L 31" D 33" H – 83017



power panel detail



**Electrical power must be ordered separately.*

powered seating

naples chair, powered*

Black Vinyl

36" L 30" D 28" H – 810120



power panel detail



naples loveseat, powered*

Black Vinyl

62" L 30" D 28" H – 830122



power panel detail



naples sofa, powered*

Black Vinyl

87" L 30" D 28" H – 830121



power panel detail



*Electrical power must be ordered separately.

powered tables

tech desk with 3 drawer file cabinet, powered*

Black Metal - 84083

Desk Only - 84084

60" L 30" D 30" H



G30 cocktail table, powered*

White Top

72" L 26" D 18" H - 82070



G30 café table, powered*

White Top

72" L 26" D 30" H - 82071



G30 bar table, powered*

White Top

72" L 26" D 42" H - 82072



sydney cocktail table, powered*

Black Laminate/Brushed Steel - 82076

White Laminate/Brushed Steel - 82073

48" L 26" D 18" H



**Electrical power must be ordered separately.*

powered product pedestals

powered locking pedestal, 36"

Black – 85060
 White – 85061
 24" L 24" D 36" H

powered locking pedestal, 42"

Black – 85062
 White – 85063
 24" L 24" D 42" H



power panel detail



adapters

4-way charging adapter*

Black – 850800
 White – 850801
 36" L

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



**Electrical power must be ordered separately.*

storage

3 drawer file cabinet on castors


16" L 20" D 28" H – 84080



locking door pedestal

Black Laminate

24" L 24" D 42" H – 85078

 Powered options available



product display

etagere

Black – 850604

Pewter – 850605

30" L 16" D 70" H



refrigerator

refrigerator*

White

14.0 cubic feet

20" L 30" D 65" H – 8503001



lighting

mason table lamp*

White/Brushed Silver

16" Round 26" H – 850707




mason floor lamp*

White/Brushed Silver

18" Round 55" H – 850708



*Electrical power must be ordered separately.

 See pages 17, 18, 19 and 20 for all Powered options.

tablet stand

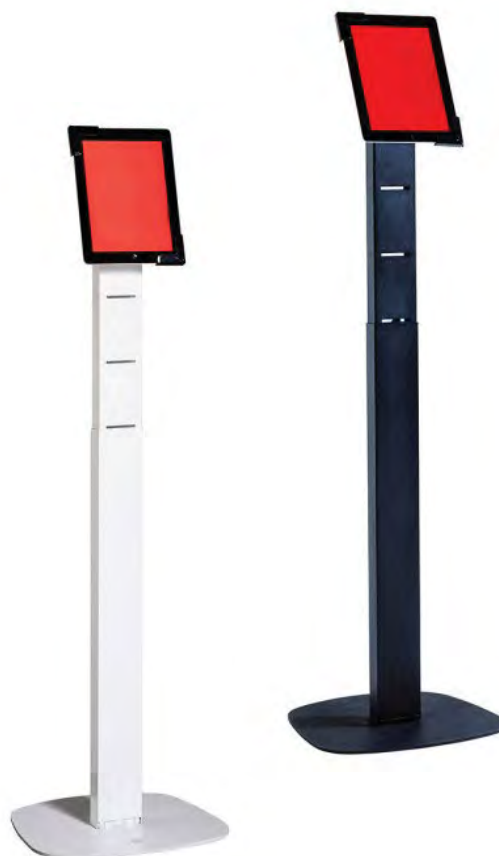
mobile tablet stand

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 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*

Black – 850711

8.625" L 1.1" D 11.325" H



wireless printer holder*

Black – 850712

3.3" L 1.9" D 5.28" H



charging shelf*

Black – 850713

14.85" L 7.17" D 1" H



*To be ordered with the tablet stand.

F R E E M A N

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 Fax: (469) 621-5618
 FreemanNewYorkES@freemanco.com

ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE

JUNE 02, 2016

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
_____	810119	Chair.....	752.30	827.55	1,053.20	_____
_____	830120	Loveseat.....	1,663.80	1,830.20	2,329.30	_____
_____	830119	Sofa.....	2,432.00	2,675.20	3,404.80	_____
Heathrow Group -Black Leather						
_____	810116	Armless Chair.....	581.35	639.50	813.90	_____
_____	810117	Corner Chair.....	372.55	409.80	521.55	_____
_____	830116	Sofa.....	1,022.70	1,124.95	1,431.80	_____
South Beach Group - Platinum Suede						
_____	8301	Sofa.....	969.30	1,066.25	1,357.00	_____
_____	8151	Ottoman.....	422.70	464.95	591.80	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	840.00	924.00	1,176.00	_____
_____	830951	Sofa.....	930.00	1,023.00	1,302.00	_____
_____	810950	Chair.....	640.00	704.00	896.00	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	527.45	580.20	738.45	_____
_____	83015	Sofa.....	837.05	920.75	1,171.85	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	540.00	594.00	756.00	_____
_____	830949	Sofa.....	860.00	946.00	1,204.00	_____
Tangiers Group - Beige Fabric						
_____	810118	Chair.....	668.20	735.00	935.50	_____
_____	830118	Sofa.....	938.25	1,032.10	1,313.55	_____
Roma Group - White Vinyl						
_____	81020	Chair.....	584.80	643.30	818.70	_____
_____	83016	Sofa.....	900.05	990.05	1,260.05	_____
CASUAL SEATING						
Ottomans						
_____	815952	Endless Curved - Black Leather.....	704.00	774.40	985.60	_____
_____	815953	Endless Curved - White Leather.....	704.00	774.40	985.60	_____
_____	815123	Endless Square - Black Leather.....	474.25	521.70	663.95	_____
_____	815122	Endless Square - White Leather.....	474.25	521.70	663.95	_____
_____	815121	Bench - Black Leather.....	590.70	649.75	827.00	_____
_____	815120	Bench - White Leather.....	590.70	649.75	827.00	_____
Cubes						
_____	81512	Leather Cube - Black Leather.....	168.15	184.95	235.40	_____
_____	81511	Leather Cube - White Leather.....	168.15	184.95	235.40	_____
_____	81526	Edge LED Cube - High Density Plastic.....	223.85	246.25	313.40	_____

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

CASUAL SEATING

Cubes

_____	81518	Vibe - Blue Vinyl.....	168.15	184.95	235.40	_____
_____	81520	Vibe - Pink Vinyl.....	168.15	184.95	235.40	_____
_____	81519	Vibe - Red Vinyl.....	168.15	184.95	235.40	_____
_____	81517	Vibe - Yellow Vinyl.....	168.15	184.95	235.40	_____
_____	81525	Vibe - OrangeVinyl.....	168.15	184.95	235.40	_____

Occasional Chairs

_____	8102	Madrid Chair - Black Leather.....	1,212.30	1,333.55	1,697.20	_____
_____	810816	Madrid Chair - White Leather.....	1,210.90	1,332.00	1,695.25	_____
_____	810948	Meeting Chair (White Vinyl).....	470.00	517.00	658.00	_____
_____	810835	Meeting Chair (Espresso).....	470.00	517.00	658.00	_____
_____	810836	Meeting Chair (Taupe).....	470.00	517.00	658.00	_____
_____	810847	Wendy Chair - Clear Acrylic.....	156.00	171.60	218.40	_____
_____	810875	Swanson Chair - White Vinyl.....	661.00	727.10	925.40	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	322.00	354.20	450.80	_____
_____	810838	Fusion Chair Black/White.....	163.80	180.20	229.30	_____
_____	810837	Razor Armless Chair.....	131.70	144.85	184.40	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	287.35	316.10	402.30	_____
_____	8103	Tub Chair - Black Fabric.....	607.30	668.05	850.20	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	546.00	600.60	764.40	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	195.00	214.50	273.00	_____
_____	810841	Rustique Chair with Arms.....	195.00	214.50	273.00	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome....	166.25	182.90	232.75	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	166.25	182.90	232.75	_____

Conference Chairs

_____	810874	Labrea Chair - Charcoal Gray Fabric.....	481.75	529.95	674.45	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	535.00	588.50	749.00	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	485.95	534.55	680.35	_____
_____	810807	Luxor Executive Chair - Black Leather.....	642.35	706.60	899.30	_____
_____	810945	Pro Executive Mid Back Chair - White Vinyl.....	552.00	607.20	772.80	_____
_____	810947	Pro Executive Guest Chair - Black Vinyl.....	572.00	629.20	800.80	_____
_____	810844	Pro Executive High Back Chair - White Vinyl.....	444.60	489.05	622.45	_____
_____	810946	Pro Executive High Back Chair - Black Vinyl.....	468.00	514.80	655.20	_____

Bars & Bar Stools

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	2,102.15	2,312.35	2,943.00	_____
_____	810872	Lift Hydraulic Barstool - Gray VinylChrome.....	268.20	295.00	375.50	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	268.20	295.00	375.50	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	268.20	295.00	375.50	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	268.20	295.00	375.50	_____
_____	33010	Apex Barstool - Black Vinyl.....	363.00	399.30	508.20	_____
_____	3309	Apex Barstool - Blue Ultra Suede.....	363.00	399.30	508.20	_____
_____	33042	Apex Barstool - Red Vinyl.....	363.00	399.30	508.20	_____
_____	33043	Apex Barstool - White Vinyl.....	363.00	399.30	508.20	_____

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CONTACT NAME : _____ PHONE #: _____

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For fast, easy ordering, go to www.freemanco.com/store

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

Bars & Bar Stools

_____	810815	ICE Barstool - Transparent/Chrome.....	343.00	377.30	480.20	_____
_____	810839	Rustique Barstool - Gunmetal.....	195.00	214.50	273.00	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	355.45	391.00	497.65	_____
_____	810848	Christopher Barstool - White.....	330.00	363.00	462.00	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	399.35	439.30	559.10	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	254.65	280.10	356.50	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	364.35	400.80	510.10	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	364.35	400.80	510.10	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	338.50	372.35	473.90	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	338.50	372.35	473.90	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	289.65	318.60	405.50	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	289.65	318.60	405.50	_____

Occasional End & Cocktail Tables

_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	474.05	521.45	663.65	_____
_____	82025	Geo End Table - Glass/Black Steel.....	350.45	385.50	490.65	_____
_____	82035	Geo End Table - Glass/Chrome.....	350.45	385.50	490.65	_____
_____	82024	Geo Table - Glass/Black Steel.....	387.85	426.65	543.00	_____
_____	82034	Geo Table - Glass/Chrome	387.85	426.65	543.00	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	364.05	400.45	509.65	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	364.05	400.45	509.65	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	437.55	481.30	612.55	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	437.55	481.30	612.55	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	448.50	493.35	627.90	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	474.05	521.45	663.65	_____
_____	82015	Silverado End Table-Tempered Glass/Painted Steel	387.75	426.55	542.85	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	413.45	454.80	578.85	_____
_____	82075	Regis End Table - Brushed Metal.....	375.00	412.50	525.00	_____
_____	82074	Regis Bench Table - Brushed Metal.....	530.00	583.00	742.00	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	193.85	213.25	271.40	_____
_____	820844	Aura Round Table - White Metal.....	207.75	228.55	290.85	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	223.85	246.25	313.40	_____

Conference Tables

_____	82060	Nova White Oval Table - White Laminate/Chrome....	601.95	662.15	842.75	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	569.95	626.95	797.95	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	569.95	626.95	797.95	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	559.70	615.65	783.60	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	783.55	861.90	1,096.95	_____
_____	82067	Communal Table 30"H Maple.....	559.70	615.65	783.60	_____
_____	82068	Communal Table 42"H Maple.....	783.55	861.90	1,096.95	_____
_____	82063	Communal Table 30"H White.....	559.70	615.65	783.60	_____
_____	82066	Communal Table 42"H White.....	783.55	861.90	1,096.95	_____
_____	820708	42" Round White Conference Table-White Laminate	624.00	686.40	873.60	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	462.50	508.75	647.50	_____

Computer Desk/Tables

_____	820706	Work Desk - White Powder Coat.....	639.60	703.55	895.45	_____
_____	820707	Merlin Table - Gray Laminate.....	639.60	703.55	895.45	_____

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

Powered Seating

_____	81021	Roma Chair, Powered - White Vinyl.....	744.90	819.40	1,042.85	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	1,151.40	1,266.55	1,611.95	_____
_____	810120	Naples Chair, Powered - Black Vinyl.....	948.05	1,042.85	1,327.25	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	2,000.30	2,200.35	2,800.40	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	2,826.15	3,108.75	3,956.60	_____

Powered Tables

_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	974.00	1,071.40	1,363.60	_____
_____	84084	Tech Desk, Powered - Black Metal.....	854.00	939.40	1,195.60	_____
_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	489.65	538.60	685.50	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	678.75	746.65	950.25	_____
_____	82072	G30 Cafe Table 42" H, Powered - White Top.....	886.70	975.35	1,241.40	_____
_____	82076	Sydney Cocktail Table, Powered Black.....	660.00	726.00	924.00	_____
_____	82077	Sydney Cocktail Table, Powered White.....	660.00	726.00	924.00	_____

Powered Products Display

_____	85060	Powered Locking Pedestal 36" H, Black.....	543.00	597.30	760.20	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	543.00	597.30	760.20	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	648.85	713.75	908.40	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	648.85	713.75	908.40	_____

Adapters

_____	850800	Charging Adapters Four - Black.....	45.00	49.50	63.00	_____
_____	850801	Charging Adapters Four - White.....	45.00	49.50	63.00	_____

PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Storage

_____	85078	Locking Door Pedestal - Black Laminate.....	714.75	786.25	1,000.65	_____
_____	84080	3 Door File Cabinet on Castors - Black	297.00	326.70	415.80	_____

Product Display

_____	850604	Etagere - Black.....	481.25	529.40	673.75	_____
_____	850605	Etagere - Pewter.....	481.25	529.40	673.75	_____

Refrigerator

_____	8503001	Refrigerator - White.....	1,200.70	1,320.75	1,681.00	_____
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Lighting

_____	850707	Mason Table Lamp - White/Brushed Silver.....	166.25	182.90	232.75	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	246.55	271.20	345.15	_____

Tablet Stand

_____	850714	Mobile Tablet Stand - White.....	475.80	523.40	666.10	_____
_____	850715	Mobile Tablet Stand - Black.....	475.80	523.40	666.10	_____

Tablet Stand Accessories

_____	850711	Brochure Holder - Black.....	46.80	51.50	65.50	_____
_____	850712	Wireless Printer Holder - Black.....	46.80	51.50	65.50	_____
_____	850713	Charging Shelf - Black.....	46.80	51.50	65.50	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8% Tax		Total Cost

Freeman select furnishings
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carpet



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

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time.
- Freeman's carpet is manufactured with recycled material.
- All of our carpet padding is manufactured with 90–95% recycled foam and is 100% recyclable.

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

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 02, 2016

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CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 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.

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10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 510.00	\$ 561.00	\$ 714.00	_____
_____	10' x 20' Classic Carpet	\$ 1,020.00	\$ 1,122.00	\$ 1,428.00	_____
_____	10' x 30' Classic Carpet	\$ 1,530.00	\$ 1,683.00	\$ 2,142.00	_____
_____	10' x 40' Classic Carpet	\$ 2,040.00	\$ 2,244.00	\$ 2,856.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 215.00	\$ 235.00	\$ 300.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 430.00	\$ 470.00	\$ 600.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 645.00	\$ 705.00	\$ 900.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 860.00	\$ 940.00	\$ 1,200.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 430.00	\$ 475.00	\$ 600.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 860.00	\$ 950.00	\$ 1,200.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,290.00	\$ 1,425.00	\$ 1,800.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,720.00	\$ 1,900.00	\$ 2,400.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.10	\$ 1.20	\$ 1.55	_____

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	\$ 257.55	\$ 283.30	\$ 360.55	_____
_____	9' x 20' Classic Carpet	\$ 515.05	\$ 566.55	\$ 721.05	_____
_____	9' x 30' Classic Carpet	\$ 772.65	\$ 849.90	\$ 1,081.70	_____
_____	9' x 40' Classic Carpet	\$ 1,030.10	\$ 1,133.10	\$ 1,442.15	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 193.50	\$ 211.50	\$ 270.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 387.00	\$ 423.00	\$ 540.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 580.50	\$ 634.50	\$ 810.00	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 774.00	\$ 846.00	\$ 1,080.00	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 387.00	\$ 427.50	\$ 540.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 774.00	\$ 855.00	\$ 1,080.00	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 1,161.00	\$ 1,282.50	\$ 1,620.00	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,548.00	\$ 1,710.00	\$ 2,160.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.10	\$ 1.20	\$ 1.55	_____

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% Tax
	=	_____
		Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before JUNE 02, 2016

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 02, 2016

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

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 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.freemanco.com/store

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. @ \$ **5.35**

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 square foot (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 5.35	\$ 5.90	\$ 7.50	_____

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.		\$ 6.80	\$ 7.50	\$ 9.50	_____
Over 700 sq. ft.		\$ 6.35	\$ 7.00	\$ 8.90	_____

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.		\$ 9.35	\$ 10.30	\$ 13.10	_____
Over 700 sq. ft.		\$ 8.35	\$ 9.20	\$ 11.70	_____

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. @ \$ **2.15**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 2.15	\$ 2.35	\$ 3.00	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.90	\$ 2.10	\$ 2.65	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 4.30	\$ 4.75	\$ 6.00	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 3.80	\$ 4.20	\$ 5.30	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		8% Tax		Total Cost

cut to size carpet

FREEMAN

Take advantage of the Online price
by ordering at www.freemanco.com/store
before JUNE 02, 2016

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 (201) 299-7575 • Fax:(469) 621-5618
 FreemanNewYorkES@freemanco.com

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NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

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

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time47	.65	_____
_____	610200	Booth Vacuuming - 2 Days.....	.83	1.15	_____
_____	610300	Booth Vacuuming - 3 Days.....	1.25	1.75	_____
_____	610400	Booth Vacuuming - 4 Days.....	1.66	2.35	_____

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

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time78	1.10	_____
_____	630200	Shampoo Carpet - 2 Days.....	1.40	1.95	_____
_____	630300	Shampoo Carpet - 3 Days.....	2.13	3.00	_____

PORTER SERVICE (per day)

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq. ft.....	57.00	79.80	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft.....	114.00	159.60	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft.	171.05	239.45	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft.....		Call For Quote	

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

TOTAL COST

Sub-Total _____ + Tax (8%) _____ = TOTAL _____

FREEMAN cleaning



RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

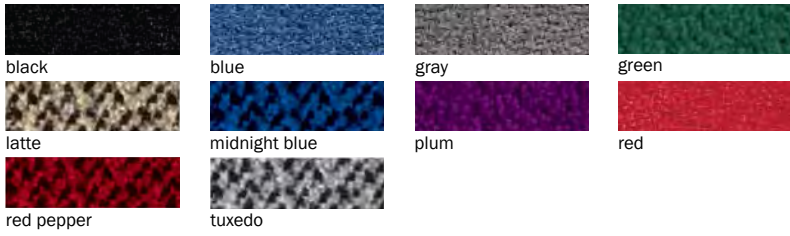


Package 6 upgraded with graphics and cabinet

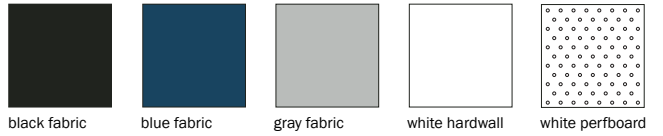
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Questions? All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.

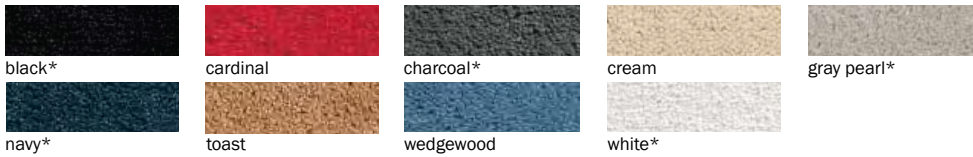
Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Color Options - Prestige Carpet



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

Questions?

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

Upgrade options available. Sample upgrades shown below.



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

F R E E M A N

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FreemanNewYorkES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
JUNE 02, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	4,617.20	6,464.10	<input type="checkbox"/> 10' x 20'	8,153.20	11,414.50	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,917.20	4,084.10	<input type="checkbox"/> 10' x 20'	5,407.05	7,569.85	_____
Package 3	<input type="checkbox"/> 10' x 10'	4,142.00	5,798.80	<input type="checkbox"/> 10' x 20'	6,631.80	9,284.50	_____
Package 4	<input type="checkbox"/> 10' x 10'	5,383.60	7,537.05	<input type="checkbox"/> 10' x 20'	10,398.30	14,557.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	3,256.60	4,559.25	<input type="checkbox"/> 10' x 20'	6,553.90	9,175.45	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,355.40	4,697.55	<input type="checkbox"/> 10' x 20'	5,633.30	7,886.60	_____

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 Dark 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 % Tax Total Cost

FREEMAN

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INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

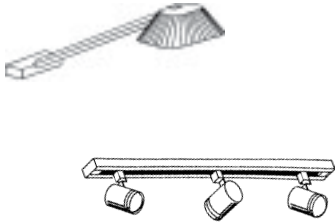
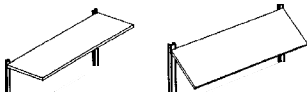
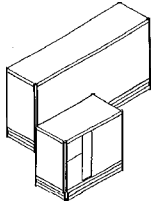
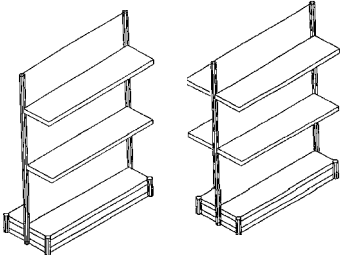
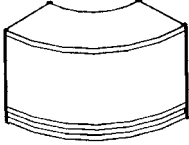
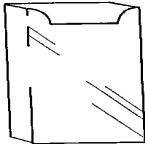
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light (200w)	123.10	172.35	_____
___	172514	8' Tracklight (3 lights)	373.80	523.30	_____
___	17252	Additional Track Light	95.40	133.55	_____

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 ½M x 36" High.....	626.85	877.60	_____
___	17306	1M x ½M x 42" High.....	626.85	877.60	_____
___	17308	2M x ½M x 36" High.....	757.00	1,059.80	_____
___	17309	2M x ½M x 42" High.....	757.00	1,059.80	_____
___	17310	1M Radius x ½M x 36" H.....	1,063.80	1,489.30	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock.....	35.10	49.15	_____
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"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4" High .	532.75	745.85	_____
___	174581	Single Sided 1M x 6" High .	709.75	993.65	_____

SHELVES					
___	17201	1M Straight (37" x 12")	107.95	151.15	_____
___	17206	1M Angled (37" x 12")	107.95	151.15	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature.....	51.05	71.45	_____

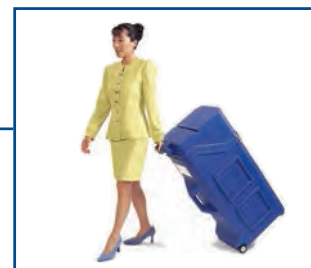
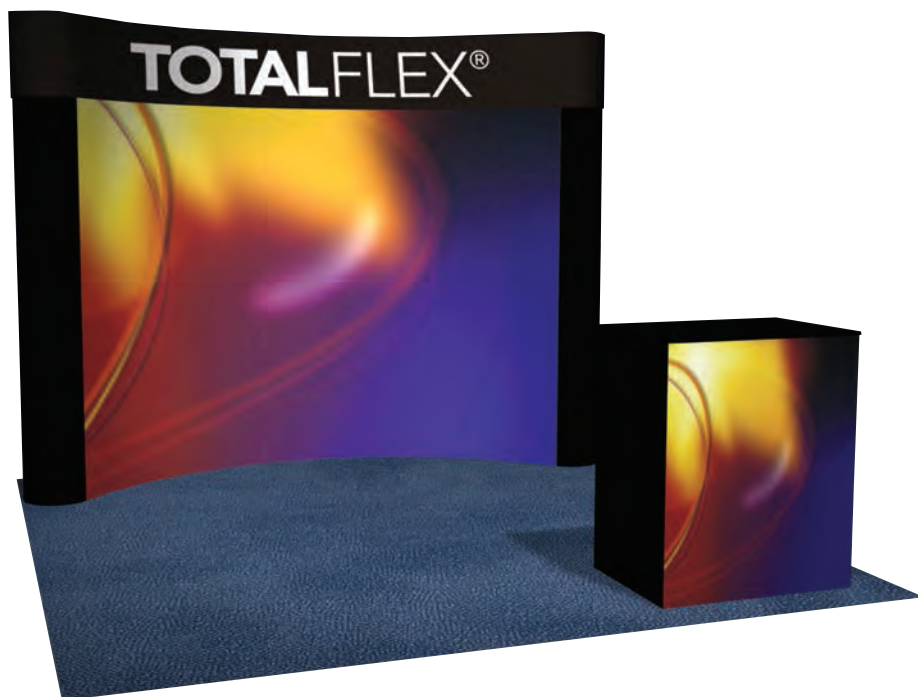
TOTAL COST					
Sub-Total _____		+ Tax (8%) _____		= TOTAL _____	

Don't see what you need?
Please call an Exhibitor Sales Specialist at 201-299-7400.

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

TOTALFLEX[®]

By Freeman



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

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

floor units

8'H x 8'W Floor Standing Unit

8'H x 10'W Floor Standing Unit

table top units

40'H x 6'W Table Top Unit

40'H x 8'W Table Top Unit



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DEADLINE DATE
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NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FLOOR UNIT



RENTAL

Size	Price	QTY.	TOTAL
8' H x 8' W	\$3,286.75	_____	_____
8' H x 10' W	\$3,539.55	_____	_____

PURCHASE*

Size	Price	QTY.	TOTAL
8' H x 8' W	Call for Quote	_____	_____
8' H x 10' W	Call for Quote	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: Black Blue Gray Green

Latte Midnight Blue Plum Red Red Pepper Tuxedo

All Classic carpets 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

Lights, shelves and other accessories area available with you booth purchase. Please call for a quote.

QUICK TIPS

- * If shipping literature or products, material handling rates will apply.
 - * Order in advance to save time, money and ensure availability.
- Orders received after the deadline date or without payment will cost an additional 40% over prices indicated.**

PURCHASE UNITS TOTAL COST

Sub-Total _____ + Tax (8%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (8%) _____ = TOTAL _____



digital graphics



creating visual excitement

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

state-of-the-art capabilities

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

superior quality control

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

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

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CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 23.65 per sq. ft. discount price
x or = \$ _____
\$ 35.50 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" @ _____	58.20	87.30 =	_____
7" x 22" @ _____	60.20	90.30 =	_____
7" x 44" @ _____	71.55	107.35 =	_____
9" x 44" @ _____	91.95	137.95 =	_____
11" x 14" @ _____	58.20	87.30 =	_____
14" x 22" @ _____	72.55	108.85 =	_____
14" x 44" @ _____	143.95	215.95 =	_____
22" x 28" @ _____	143.95	215.95 =	_____
28" x 44" @ _____	212.10	318.15 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8 % Tax	=	Total Cost
-----------	---	---------	---	------------

graphics

FREEMAN

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 (201) 299-7575 for assistance.



100 percent Customer-Focused, Cost Effective

SMG Labor Services at Pennsylvania Convention Center

Exhibiting at the Pennsylvania Convention Center in Philadelphia is even easier with new management by SMG - the country's best and most experienced meeting facilities managers. You can expect the same kind of seamless, professional management that SMG provides to some of the best meeting facilities in the country including Chicago, San Francisco, Denver and New Orleans. The combination of SMG management and the Pennsylvania Convention Center's newly implemented Customer Satisfaction Agreement are aimed at making it easier for our customers and our exhibitors to conduct business.

Customers' and Exhibitors' Rights

Exhibitors' Booths

- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative(s) **may erect and teardown booths**. The use of hand tools, power tools, battery-operated tools and ladders up to 6' are permitted.
- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans.
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flatbed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Easels and/or Sign Cards

- All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. They may also put out up to 6 pop up signs. Signs and easels need to be delivered to a central location for an organization's staff members to move to an appropriate location.

Computers / Audio Visual

- All full-time regular employees of Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components and peripherals with no limitation for non-public uses.

- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktops, computers and audio-visual equipment.
- The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier.

Stage

- Computers set on stage are exclusively the jurisdiction of Stagehands.

Exhibits

- Décor and props (on stage) are installed and dismantled by Stagehands.
- I & D Exhibits (not set by the Exhibitor) of more than 600-square feet are installed and dismantled by Stagehands.

Electrical

- Exhibitors cannot run cords under carpet.
- Exhibitors can run cords over carpet as long as they are concealed and do not impose a trip hazard, i.e. side curtains or under tables with skirts.
- All cords within booth must be grounded 3-wire, 12-gauge UL cords.
- No household ungrounded 2-wire extension cords allowed.

Florists

- All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibits and meeting rooms.
- Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated areas.
- Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagons, minivan, SUV and non-commercially registered four-wheel pickup truck or van. They may use their own equipment, including but not limited to: carts, dollies, luggage carriers, flat-bed carts and two-wheel hand trucks. They may not use motorized or hydraulic devices.

These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility. These particular Customers' and Exhibitors' rights do not apply to contractors working within our facility. All contractors performing work at the PCC should contact SMG Labor Services to arrange for the procurement of the required show labor. SMG Labor Services at PCC can be reached at (215) 418-2032.

Frequently Asked Questions-Exhibitors 100 Percent Customer-Focused, Cost Effective

Loading and Unloading

As an exhibitor can I unload my own vehicle?

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor do I have the right to install flooring and displays in my booth?

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

I will be exhibiting in a few months at the PCCA. Is it ok for me to set up scaffolding and paint in my booth?

- Yes, as long as you are a full time employee and the booth is less than 600 square feet. Only one level of scaffolding is permitted.

As an exhibitor can I also work in my booth if I hire stagehands to install my booth?

- Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned 40 inch monitor with DVD player?

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full time employee of the booth and the booth is not in excess of 600 square feet.

Electric

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

As an exhibitor, can I run my own cords in my booth?

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. It must be 12 gauge with grounded. Taping across the floor cannot be permitted.

Can I disconnect my battery from a vehicle in my booth?

Batteries shall be disconnected and reconnected by electricians regardless of booth size.

PCC SAFETY GUIDELINES FOR EXHIBITORS

WORKING IN BOOTH 600 SQ/FT OR LESS

1. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
2. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
3. The use of gasoline powered equipment is prohibited.
4. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
5. Batteries shall be disconnected and reconnected by electricians regardless of booth size.
6. Rigging of heavy objects is not permitted. Riggers would be required for such work.
7. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
8. The use of hoists will not be permitted.
9. The use of a device with an open flame, such as a propane torch, is prohibited.
10. Lasers, rotating or still, shall not be permitted
11. No smoking shall be permitted inside the facility.
12. Exhibit booths or displays may not block fire equipment.



installation & dismantle

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

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

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

For fast, easy ordering, visit us at www.freemanco.com.

F R E E M A N

909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 • Fax: (469) 621-5618

FreemanNewYorkES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Stagehand Labor		
Straight Time- 8:00 AM to 4:30 PM Monday through Friday.....	\$ 142.00	199.00
Overtime- 4:30 PM to 8:00 AM Monday through Friday; All Day Saturday	\$ 213.00	298.25
Double Time- Sunday and recognized holidays	\$ 284.00	397.75

• 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.
 - Supervisor must check in at Service Desk to pickup labor.
 - 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.**
- The first 8 hours after show closes Monday through Friday are billed at straight time rates.

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)						= \$ _____
8% Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x	_____ =	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x	_____ =	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
8% Tax						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle labor

F R E E M A N

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 • Fax:(469) 621-5618
 FreemanNewYorkES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
Double Time - Sundays and Recognized Holidays

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 649.75	909.50
304051	Forklift w/operator - up to 5,000 lbs - OT	\$ 850.75	1,191.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$1,052.00	1,473.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 699.25	979.00
3040101	Forklift w/operator - up to 10,000 lbs - OT	\$ 900.25	1,260.50
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$1,101.50	1,542.25
3090600	Man Cage for Forklift.....	\$ 81.50	81.50
3090700	Forklift Boom.....	\$ 81.50	81.50
3090800	Pallet Jack.....	\$ 81.50	81.50

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	8%
							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	8%
							Total	

FREEMAN forklift / rigging labor

F R E E M A N

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 • Fax: (469) 621-5618
 FreemanNewYorkES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store
HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

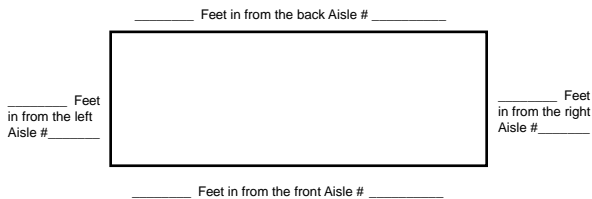
- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman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

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Type: Cloth Banner _____ Metal or Wood _____ Other _____
 Shape: Square _____ Triangle _____ Rectangle _____ Other _____
 Size: Height _____ Length _____ Width _____
 Weight of Sign: _____
 Does Your Sign Require Electricity _____ Assembly _____
 Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the application above)

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

TOTAL COST -		
Subtotal	+ 8% Tax	= \$ Total Cost

EQUIPMENT AND LABOR RATES TO HANG SIGNS

- Straight Time**
8:00 A.M. to 4:30 P.M., Monday through Friday
- Overtime**
4:30 P.M. to 8:00 A.M. Monday through Friday,
All day Saturday
- Double Time**
All day Sunday and recognized holidays
- Crew Size - MINIMUM of three people**
- Materials**
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- The first 8 hours after show close Monday through Friday are billed at straight time rates.
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Lift			
Lift with crew (up to 400lbs lift capacity)			
Advance Price	623.50	836.50	1,049.25
Show Site Price	873.00	1,171.25	1,469.00
Condor/Boom Condor with crew (up to 200 lbs lift capacity)			
Advance Price	774.50	987.25	1,200.00
Show Site Price	1,084.50	1,382.25	1,680.00
Assembly Crew/Additional Labor			
Per Person/Per Hour			
Advance Price	142.00	213.00	284.00
Show Site Price	199.00	298.25	397.75

Installation Estimate
 Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Dismantle Estimate
 Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

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

Please indicate method of supervision you require for assembly/disassembly:
 Freeman
 Exhibitor Personnel
 Display House

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

FREEMAN hanging sign labor

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **DIA 2016 52ND ANNUAL MEETING / JUNE 27 - 29, 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

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

FREEMAN structural integrity statement



HERE FOR
THE MAKING

MAKING A PLEDGE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

FOR EXHIBITORS

1. **EFFECTIVE MANAGEMENT.** By bringing in industry-leader SMG to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
2. **INDEPENDENCE AND FLEXIBILITY.** Exhibitors have the freedom to:
 - Set up and tear down within their 600-square foot booth area or show space.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to set up and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented AV equipment.
3. **PERSONNEL CHOICE.** Exhibitors have the freedom to work with as many of their own full-time employees as needed to set up and tear down their booths.
4. **SIMPLE COMPUTER SETUP.** Exhibitors, show managers and customers have the freedom to set up and connect their own computers that are not rented, components and low-voltage power supply equipment for non-public use. (Our skilled labor will need to set up any rented equipment, registration and public-use computers.)
5. **SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, poster board materials and up to six pop-up signs.
6. **EASY DISPLAY SETUP.** Exhibitors, show managers and customers have the freedom to open boxes, stock shelves, set up, plug in, hang up and freely distribute their non-bulk products/literature within their 600-square foot booth area or show space.
7. **DISPLAY MAINTENANCE.** Exhibitors have the freedom to perform maintenance on their own display equipment after the initial setup.
8. **A SUPPORTIVE TEAM.** Each labor union shall establish a core workforce of hospitality focused show labor workers.
9. **SKILLED WORKERS.** Everyone on your team will be highly skilled and will have received specialized training in hospitality services.
10. **PURSUE HAPPINESS.** Make it a great meeting in our state-of-the-art meeting facility in the heart of one of the nation's most dynamic, walkable, historic and visitor-friendly downtowns.



AN MANAGED FACILITY





INDEPENDENCE MADE EASY

The Pennsylvania Convention Center is reinforcing Philadelphia's position as THE BEST VALUE IN THE NORTHEAST. Progressive work rules and streamlined services at the SMG-managed Center provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.

All this in our easily accessible, state-of-the-art meeting facility, right in the heart of one of the nation's most dynamic, walkable, historic and visitor-friendly downtowns.



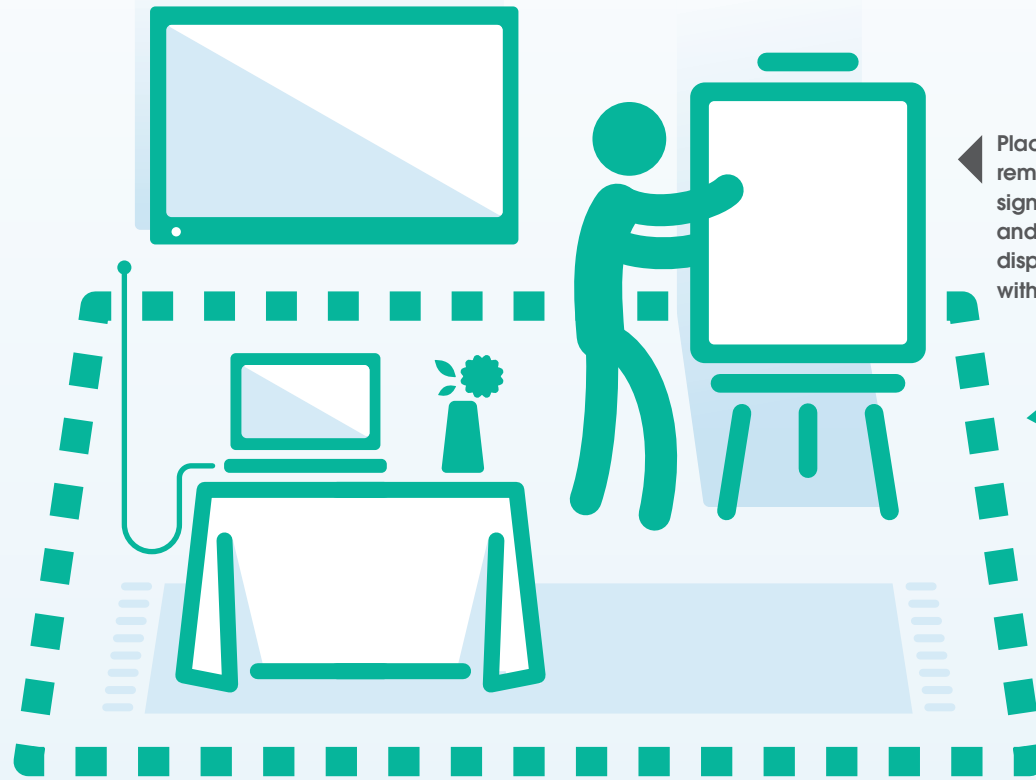
Unload your personally-owned vehicles, driving right up to our docks.



Unload using your own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.



Open boxes, stock shelves, set up, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



Place, move, and remove your easels, signs, pop-up signs and poster board displays, as needed, within your booth area.

Within your 600-square foot booth area, you or other full-time staff can set up and tear down your display, hang graphics and signage, and install floor coverings.

LEARN MORE AT MEETPHL.COM



AN SMG MANAGED FACILITY

Use your own power tools and ladders (up to 6 feet) to set up and tear down.



PCC SAFETY GUIDELINES FOR EXHIBITORS WORKING IN BOOTH 600 SQ/FT OR LESS

- A. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
- B. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
- C. The use of gasoline powered equipment is prohibited.
- D. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
- E. Batteries shall be disconnected and reconnected by electricians regardless of booth size.
- F. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- G. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- H. The use of hoists will not be permitted.
- I. The use of a device with an open flame, such as a propane torch, is prohibited.
- J. Lasers, rotating or still, shall not be permitted
- K. No smoking shall be permitted inside the facility.
- L. Exhibit booths or displays may not block fire equipment, columns, electrical closets, or electrical panels.
- M. In all booths (including booths less than 600sq/ft) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- N. No lead acid batteries may be used for power in any booth.

RETURN THIS FORM TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 showservices@paconvention.com



AN **SMG** MANAGED FACILITY



EXHIBITOR AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

PRESENTATION EQUIPMENT	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
6' Tripod Screen		\$75.00	\$94.00	
8' Tripod Screen		\$113.00	\$141.00	
32" or 54" Projection Video Cart w/ Drape		\$63.00	\$79.00	
Flipchart w/ Markers and Pad		\$75.00	\$94.00	
LCD FLAT PANEL DISPLAYS				
20" LCD Flat Panel Monitor (Data ONLY) not wall-mountable		\$188.00	\$235.00	
24" LCD Flat Panel Display (Data & Video) Black		\$375.00	\$469.00	
32" HD Flat Panel Display (Data & Video) Black		\$500.00	\$625.00	
40" HD Flat Panel Display (Data & Video) Black		\$750.00	\$938.00	
52" HD Flat Panel Display (Data & Video) Black		\$1250.00	\$1563.00	
60" HD LED Display (Data & Video) Black		\$1625.00	\$2031.00	
Larger LCD Flat Panel Displays available		Call for Pricing		
Floor Stand or Table Top Stand (circle one)		\$125.00	\$156.00	
LCD PROJECTORS				
4,500 Lumen LCD Projector		\$750.00	\$938.00	
LAPTOP COMPUTER				
Laptop Computer with MS Office		\$313.00	\$391.00	
AUDIO/VIDEO EQUIPMENT				
160 Watt Self Powered Full Range Speaker w/Stand		\$163.00	\$204.00	
300 Watt Self Powered Full Range Speaker w/Stand		\$213.00	\$266.00	
Dynamic Microphone Floor Stand, Podium, or Table Top (circle one)		\$88.00	\$110.00	
Wireless Microphone Handheld, Lavalier, or Headset (circle one)		\$288.00	\$360.00	
DVD Player (single disc)		\$163.00	\$204.00	
Blu-ray Player		\$250.00	\$319.00	

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES

EQUIPMENT SUBTOTAL	
8% SALES TAX	
SERVICE CHARGE* (23% OF EQUIPMENT TOTAL)	
TOTAL AMOUNT DUE	

SPECIAL INFORMATION:

***IF YOUR EQUIPMENT REQUIRES INSTALLATION LABOR, AN ADDITIONAL LABOR FEE WILL BE APPLIED. CALL FOR QUOTE.**

Please contact the Show Services Department (215.418.4800) to order additional equipment.

A representative from your company must be on hand to sign for the equipment.

ADDITIONAL EQUIPMENT: _____

PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS) TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCC)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- c. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- e. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- f. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- g. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- h. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- i. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- d. All equipment is subject to inspection and approval by PCC prior to connection to service.
- e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
- g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____

Date: _____

Company Name: _____

Booth No: _____



Aramark/SFS

1101 Arch Street, Philadelphia PA 19107
Pennsylvania Convention Center Exhibitor Menu

SPECIALTY SERVICES

Old City Coffee Service

Espresso Service, Specialty Coffee & Tea Service
Contact an Aramark/SFS Sales Manager for additional information

Electric Water Cooler**

Electric Water Cooler, \$100 each
Includes cooler, 5 gallon water tank and cone cups
Additional 5 gallon water, \$35.00 each

Soft Pretzel Warmer**

Pretzel Warmer, \$150 daily rental
Super Pretzels, \$200 per case of 50
Served with Spicy Mustard

Pour Over Coffee Machine**

Coffee Machine, \$200 per day
Includes Coffee Maker, 2 pour over coffee pots, one 5 gallon water tank, eight coffee packets, two decaf coffee packets, flavored teas, PC condiments
Machine Dimensions: 1' deep X 2' wide
Coffee Kit Refills, \$115 each
Includes one 5 gallon water tank, eight coffee packets, two decaf packets, flavored tea bags, PC condiments

Ice Cream Novelties**

Ice Cream Freezer, \$100 daily rental
Assorted Ice Cream Novelties, \$4.50 each

***Requires a dedicated 110-volt electrical connection, contact Aramark/SFS Sales Manager for Specific Details*

A LA CARTE ITEMS

Beverages

Coffee, Decaf, Hot Tea
\$60 per gallon
Serves approx. 12 10 oz. cups

Unsweetened Iced Tea \$40 per gallon
Lemonade, \$40 per gallon
Fruit Punch, \$40 per gallon
Assorted Bottled Fruit Juice, \$3 each
Assorted Soft Drinks, \$3 each
Bottled Water, \$3 each
Mineral Water, \$3.25 each
PowerAde, \$4 each
10 lb. ice, \$10 per bag

Bakeries

Bagels, \$48 per dozen
Danish, \$48 per dozen
Muffins, \$48 per dozen
Donuts, \$48 per dozen
Breakfast Breads, \$48 per dozen
Fresh Baked Cookies and Brownies, \$38 per dozen
Sticky Buns (Plain or Raisin), \$48 per dozen

Boxed Lunches, \$25 each
Choice of Turkey, Roast Beef, Eggplant, Prosciutto or Garden Salad
Includes Chips, Cookie, Bottled Water

Snacks

Individual Bags of Snacks, \$3.75 each
Potato chips, Pretzels, Popcorn
Philadelphia Famous Tasty Kakes, \$57 per dozen
Assorted Granola Bars, \$4 each
Philly Soft Pretzels, \$38 per dozen
Whole Fruit, \$3 each
Mini Cupcakes, \$36 per dozen
M&M's or Hersey Kisses, \$10 per pound
Chocolate Dipped Strawberries, \$40 per dozen
Mini Italian Hoagies (3 in.), \$70 per dozen



ORDERING INFORMATION

Ordering

Our 20-day deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day or a 10% late charge will be applied. Changes and/or cancellations must be received **3 business days** prior to the first show day. **No** cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

Delivery Charge

A \$45 delivery charge will apply to all original orders subtotaling less than \$100

Tax and Service Fee

All food and beverage pricing is subject to a 23% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

Pricing

All prices are subject to change without prior notification.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware

All booth services include the appropriate variety of high grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

Beverage Service

Initial beverage delivery includes: bowl of ice, ice scoop, cups and napkins. Additional ice refreshes are \$25 per delivery. Beverage barrels are available for an additional charge of \$50/day. Each beverage barrel holds approximately 50 beverages.

Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

Unauthorized Food and Beverage

Aramark/SFS is the exclusive catering for the Pennsylvania Convention Center. Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees. Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.



ORDER FORM

Show Name: _____

Company: _____

Contact: _____

Address: _____

Email: _____

Phone: _____ Fax: _____ Cell: _____

On-site Contact: _____ On-site Phone: _____

Booth/Room Number: _____ Number of Guests: _____

Day/Date	Start & End Time	Quantity	Item Description	Item Price

Submit your order: Fax: 215-418-2210 Phone: 215-418-2243	Subtotal
	10% Late Fee (When Applicable)
	23% Administrative Fee
	Delivery Fee (When Applicable)
	8% Sales Tax
	3% Credit Card Processing Fee
	Total

Cardholder's Name: _____ Visa MasterCard

Cardholder's Signature: _____ AmEx Check

Card Number: _____

Exp. Date ___/___ CVV: _____

Important Information: Aramark/SFS is the exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, including candy, logo water, etc., is allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to Aramark/SFS.

Deadline: All original orders must be received 20 business days prior to the first show day or a 10% late fee will apply. Changes and/or cancellations must be received 3 business days prior to service. No cancellations may be made after that time. Any changes made within 3 business days of service will be subject to a 20% late fee.

Aramark/SFS will use disposable service ware on all food and beverage functions held in the exhibit halls.

Payment Policy: Aramark/SFS Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any reorders made on site. 3% credit card processing fee applies.

Delivery Charge: A \$45 charge will apply to all orders of less than \$100 per delivery

Table and Electrical Requirements: Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for these items.

ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are **NOT PERMITTED** to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) along the drape line or behind a display.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely **NO** household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24 hour service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths **MUST** remain accessible at all times. Exhibitors are **PROHIBITED** from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.

IF PAYING BY CHECK RETURN
THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107



Drug Information Assoc. Annual Meeting
ADVANCED RATE DEADLINE
June 1, 2016

EMAIL COMPLETED FORM TO:
utilities@paconvention.com
215-418-2190

AN MANAGED FACILITY

ELECTRIC SERVICE ORDER

(Please read PCC/SMG Terms & Conditions attached)

Exhibiting Firm: _____ Booth #: _____

Bill To Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

On-Site Contact Name: _____ Phone: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Card Holder's Name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

STANDARD 120 VOLT SERVICE

Service originates at back center of Inline & Peninsula Booths. Electrical Labor Order is REQUIRED for all other locations and Island Booths.

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	500 watt service	\$115.00	\$155.00		
	1000 watt service	\$145.00	\$205.00		
	2000 watt service	\$190.00	\$255.00		
	OTHER	Call	Call		

208 VOLT MOTORS/MACHINERY

Electrical Labor Order and a Floor Plan is required for 208v Services. Labor and material charges will apply.

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	20 amp single phase	\$400.00	\$495.00		
	30 amps single phase	\$420.00	\$575.00		
	60 amps single phase	\$650.00	\$875.00		
	100 amps single phase	\$1,000.00	\$1,600.00		
	20 20amp three phase	\$500.00	\$580.00		
	30 amps three phase	\$525.00	\$785.00		
	60 amp three phase	\$775.00	\$1,085.00		
	100 amps three phase	\$1,250.00	\$1,725.00		
	OTHER	Call	Call		

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	4' Track w/3 90watt lamps w/electric service /installation	\$165.00	\$255.00	
	8' Track w/3 90watt lamps w/electric service /installation	\$225.00	\$305.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light w/electric service /installation	\$125.00	\$170.00	
	Par Can Overhead Light	\$650.00	\$900.00	

TO ORDER ON-LINE VISIT OUR WEBSITE AT:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

SUB TOTAL	
8% SALES TAX	
TOTAL	

***ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE*
RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE**

PCC/SMG ELECTRIC SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

RETURN THIS FORM TO:
 PCC/SMG UTILITY SERVICES
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Scan Forms To:
 utilities@paconvention.com



**Pennsylvania
 Convention Center**
 PHILADELPHIA

Drug Information Assoc. Annual Mtg.

ADVANCE **RATE** DEADLINE

June 1, 2016

AN MANAGED FACILITY

ELECTRIC LABOR INSTALLATION ORDER

Exhibiting Firm: _____ Event Name: _____

Address: _____ Booth Number: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ FAX: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR INSTALLATION LABOR AND MATERIALS

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Print Card Holder's Name: _____ Signature: _____

Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.
 Material charges (extension cords/feed cables/cord caps etc.) and Lift Charges for overhead work will apply

PLEASE CHECK WORK REQUIRED

<input type="checkbox"/> Distribution of service under carpet from point of origin	<input type="checkbox"/> Truss/Motors/Lights
<input type="checkbox"/> Install/Dismantle Booth Lighting	<input type="checkbox"/> Exhibitor/Vendor Rental <input type="checkbox"/> PCC/SMG Rentals
<input type="checkbox"/> Hardwire Lights & Electrical Equipment	<input type="checkbox"/> Coax, <input type="checkbox"/> VGA, <input type="checkbox"/> Audio, Signal, <input type="checkbox"/> Low Voltage Terminations
<input type="checkbox"/> 208 & 480 volt service connection/disconnection	<input type="checkbox"/> Satellite Dish, Assembly/Dismantle/Cabling
<input type="checkbox"/> Suspended Electrical Signs with Lights and/or Motors	<input type="checkbox"/> Computer Installation/Dismantle
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors
<input type="checkbox"/> Disconnect/Connect Vehicle Batteries	<input type="checkbox"/> Overhead Services to Main Power Distribution
<input type="checkbox"/> Other	

ELECTRICAL LABOR RATES PER HOUR:

		Advanced	Show Site
Straight Time	8am-4:30pm Monday-Friday	\$110.00	\$135.00
Overtime	6am-8am after 4:30pm Monday-Friday / All Day Saturday	\$165.00	\$190.00
Double time	All Day Sunday / Recognized Holidays	\$220.00	\$245.00

A labor order and floor plan must be submitted with Electric Service Order to complete order at Advanced Rate.

Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of 1 hour installation and 1 hour dismantle will apply. Scheduled Exhibitor/EAC supervised labor will result in 1 hour charge if supervision fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician/s to gather necessary tools, materials, have work checked by exhibitor, and to return to labor desk. **Dismantle labor of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.**

SMG/CLIENT UTILITIES SUPERVISED LABOR

THE CHARGE FOR THIS SERVICE is 20% of TOTAL INSTALLATION LABOR (MINIMUM CHARGE \$25.00)
 ELECTRICAL DIAGRAM IS REQUIRED WITH LOCATIONS SHOWN IN MEASUREMENTS OR OVER A 1'X1' GRID

EXHIBITOR/EAC SUPERVISED LABOR CHECK OFF BELOW

EXHIBITOR'S EAC POC NAME: _____ POC PHONE: _____

Distribution of cords/cables under carpet/flooring Date: _____ Time: _____

Connection to 208/480 Service Date: _____ Time: _____

Overhead Electrical Sign/Spinning Motor Date: _____ Time: _____

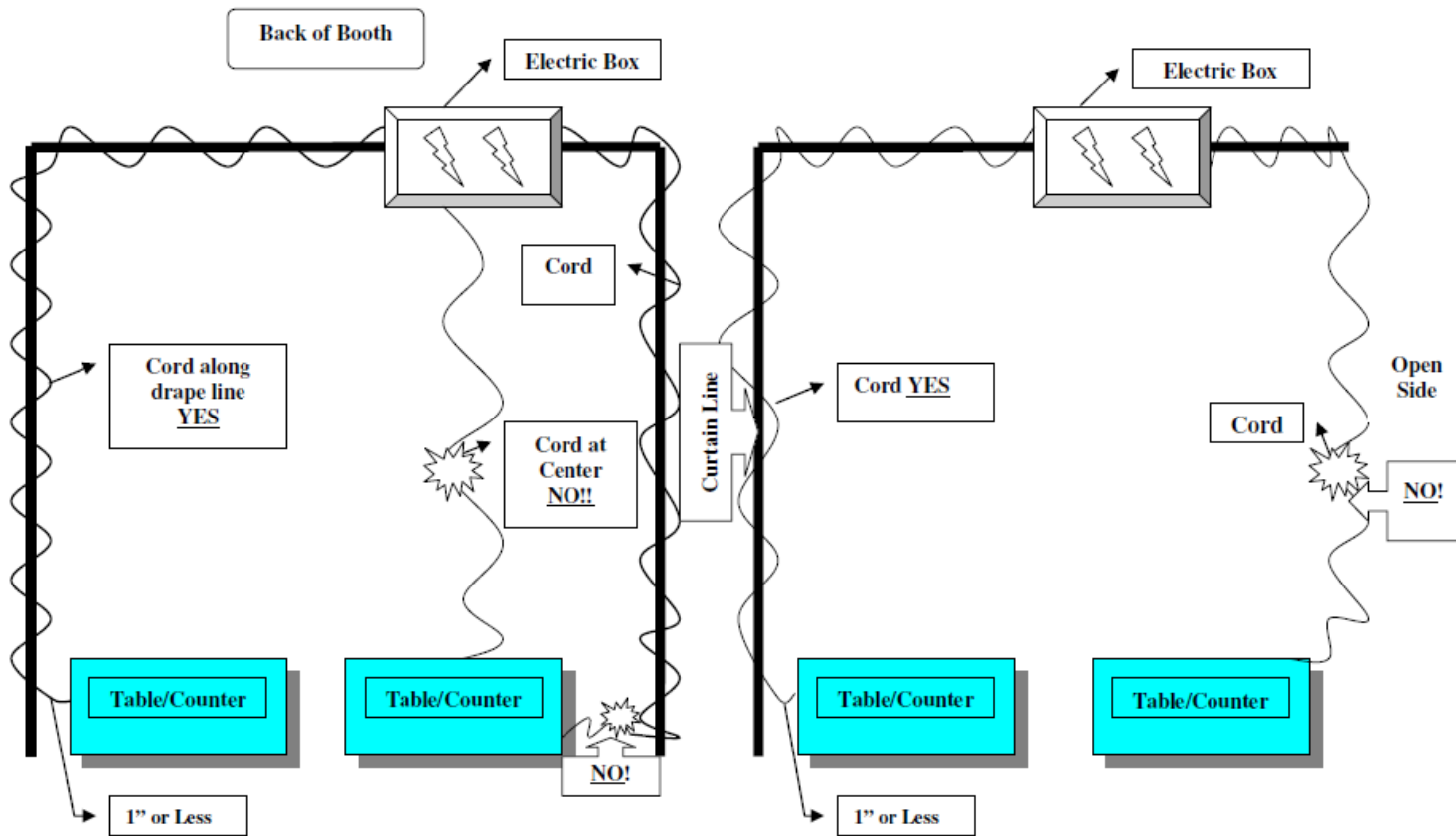
Installation of booth lighting Date: _____ Time: _____

Dedicated Daily Labor Date: _____ Time: _____

Exhibitor's truss/motors/lights Submit a detailed schedule/diagrams

****PLEASE CONTACT UTILITIES SERVICES DEPARTMENT AT 215-418-2190 IF YOU REQUIRE AN ESTIMATE ON LABOR AND EQUIPMENT**
 RATES EFFECTIVE JULY 1, 2015- RATES SUBJECT TO CHANGE**

CORDS - SAFETY FIRST



****Please avoid trip hazards!! If you absolutely need cord(s) through the center or along an OPEN side, please come**
to the Service Desk to have an electrician provide you with a cord under the carpet.**

Thank you!

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com



AN MANAGED FACILITY

**DRUG INFORMATION
ASSOCIATION**

**ADVANCE RATE DEADLINE
JUNE 1, 2016**

INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

INTERNET SERVICES (internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.				
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$9,000.00	\$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$7,000.00	\$8,750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$4,250.00	\$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$2,500.00	\$2,655.00	
	• Additional Dedicated Public IP address	\$160.00	\$195.00	
Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.				
	Private 6Mb – includes (4) IP addresses	\$1,200.00	\$1,500.00	
	Private 3Mb – includes (4) IP addresses	\$1,000.00	\$1,250.00	
	Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions)	\$500.00	\$625.00	
	• Additional Private IP address	\$125.00	\$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$600.00	\$750.00	
	Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com			
Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com). TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM		SUB TOTAL		
		8% SALES TAX		
		TOTAL		

INTERNET SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
 1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 2. **Network Driver: TCP/IP**
 3. **Proper configuration of computer equipment for TCP/IP connection.**
 4. **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
- h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



BOOTH PHOTOGRAPHY ORDER FORM

DIA 2016

JUNE 26-30
PHILADELPHIA, PA

A GATHERING OF GLOBAL PROPORTIONS

ROBERT LEVY
PHOTOGRAPHY

\$200.00 for all booth photography / unlimited views

Please email completed form to: rlevyphoto@gmail.com

Onsite contact number: +1-773-383-2553

All images on CD, DVD or USB: \$25.00 All Images emailed to you: \$15.00

Credit cards accepted. Allow 4-6 weeks for delivery of all orders.

Emailed orders available by Dropbox or Hightail.

Allow 15-20 days for images sent by email.

Postage choices available: Priority Mail with Shipping & Handling: \$10.00

FedEx: \$25.00/ USA \$35/ International

Payment can be made by company check, PayPal or credit card.

Please check the box(es) of the following items for your booth's photographic needs:

- Color
- Black & White
- Front View
- Side View
- With People
- Without People
- With Staff
- Without Staff
- With Customers
- Without Customers

PRINTS

5x7 Prints (or smaller)

First copy = \$8.00

Additional copies - \$4.00 ea

Qty: _____

8x10 Prints:

First copy - \$12.00

Additional copies - \$8.00 ea

Qty: _____

11x14 Prints:

First copy - \$20.00

Additional copies - \$14.00 ea

Qty: _____

Digital Imaging Processing: Low Resolution (Web Use) High Resolution (Print Use)

Digital Retouching: Small jobs (1 hour or less) \$50.00 Large jobs (over 1 hour): \$100

Company Name: Signature:

Address:

City: State: Zip: Country:

Phone: Fax: Booth #:

Authorized by (please print): Date:

Onsite Contact and Phone Number:

This agreement of the transactions contemplated hereby shall be governed by and construed in accordance with the law of the State of Illinois, and venue is located in the County of Cook and the First Municipal District of Cook County.

RETURN THIS FORM TO:
 PCCA/SMG ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Fax: (215) 418-2187
 utilities@paconvention.com



Drug Information Assoc. Annual Mtg.
 ADVANCE **RATE** DEADLINE
 June 1, 2016

AN MANAGED FACILITY

WATER & COMPRESSED AIR SERVICE ORDER
 (Please read PCC/SMG Terms & Conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____
 Address: _____ Event: _____
 City: _____ State: _____ Zip: _____
 Exhibitor Contact Name: _____ Title: _____
 Phone: _____ FAX: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Rate includes installation to back center of booth
 Labor & materials required for distribution and connection to equipment

Qty	Service	Advance	Standard	Total
	1 / 2" Main Airline w/ Shutoff*	\$225.00	\$275.00	
	Additional 1 / 2" Airline Connection*	\$90.00	\$140.00	
	*CFM (must be filled in to complete order)	\$4.00 each	\$8.00 each	
	1 / 2" Water line w/ Shutoff	\$200.00	\$250.00	
	1 / 2" Additional Water line w/ Shutoff	\$100.00	\$150.00	
	3 / 4" Drain line	\$175.00	\$200.00	
	3 / 4" Additional Drain line	\$100.00	\$150.00	
	Water Fill & Drain up to 200 gal.	\$155.00	\$185.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	\$50.00	\$70.00	
	Prep Sink (Water & Drain Additional)	\$175.00	\$200.00	
		Sub Total		
Email completed service order form to utilities@paconvention.com		8% Sales Tax		
TO ORDER ON-LINE VISIT OUR WEBSITE AT https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP		TOTAL		

PLUMBING LABOR FOR FINAL CONNECTION, FILL & DRAIN
 Weekdays 8am - 4:30pm \$120.00per hour / Weekdays after 4:30pm & All Day Saturday \$180.00 per hour
 All Day Sunday & Holidays \$240.00 per hour

- [] AUTHORIZED TO LAY LINES UNDER CARPET - WITHOUT EXHIBITOR SUPERVISION - PER AN ATTACHED FLOOR PLAN
 [] PROCEED UNDER EXHIBITOR SUPERVISION - PER AN ATTACHED FLOOR PLAN ON DATE & TIME INDICATED BELOW

Install lines under carpet Date: _____ Time: _____ Final Connections Date: _____ Time: _____

START TIME REQUESTED GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE START OF THE WORKDAY, 8:15AM UNLESS THE OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.

ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE

RATES EFFECTIVE July 1, 2015 – RATES SUBJECT TO CHANGE

PCC/SMG WATER & COMPRESSED AIR TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or email at utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by PCCA/SMG 21 days prior to move-in date of event or the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received less than 21 days prior to move-in date of event or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

RATES EFFECTIVE July 1, 2015 – RATES SUBJECT TO CHANGE

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com



DRUG INFORMATION ASSOCIATION

ADVANCE RATE DEADLINE
JUNE 1, 2016

AN MANAGED FACILITY

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Service	\$300.00	\$350.00	
	Credit Card Line/Fax Line	\$300.00	\$350.00	
	Multi Line Telephone Service	\$450.00	\$525.00	

PHONE EQUIPMENT & FEATURES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Conference Phone (Single Line Telephone Service must be ordered)	\$100.00	\$150.00	
	Voice Mail	\$25.00	\$25.00	
	Other:			

D-MARK EXTENSION *(ordered by customer from local carrier and extended by PCC to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Extend ISDN, Data or Fiber to Booth/Room	\$600.00	\$600.00	
	Extend POTS Line to Booth/Room	\$250.00	\$250.00	

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

SUB TOTAL	
8% SALES TAX	
TOTAL	

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

TELECOMMUNICATIONS SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- i. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- j. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

TLC Convention Plant Services



Mailing Address: P.O. Box 962 • Apopka • Florida 32704-0962
 Street Address: 2553 Valerie Ave. • Apopka • Florida 32712-5724 (USA)
 (407) 889-3033 • (407) 880-0655 FAX, Email: tlcorl@aol.com

Web Site: WWW.TLCCONVENTIONPLANTS.COM

NOTE: If order was faxed with a credit card, you need not send original.

ADDITIONAL SERVICES AVAILABLE

Hospitality Suites
 Fountains
 Gardens
 For information please call us at
 (407) 889-3033

SHOW NAME Drug Information Association, 52ND Annual Meeting
 DATE June 26-30, 2016
 LOCATION Pennsylvania Convention Center, Philadelphia

WE WOULD LIKE TO ORDER THE FOLLOWING ITEMS FOR OUR EXHIBIT:

QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	TOTAL PRICE
HAVE A TLC DESIGNER CALL OUR BOOTH AT SHOW SITE DATE: _____ TIME: _____			
_____	Small Flower Arrangements	\$75.00	_____
_____	Medium Flower arrangements	\$85.00	_____
_____	Custom designed arrangements Starting at \$100.00-\$300.00	_____	_____
_____	Size _____ Height _____ Color _____	_____	_____
_____	6" Table Top (circle one: (SPATH, CROTON))	\$30.00	_____
_____	Azaleas (preferred color: (if available _____))	\$40.00	_____
_____	Mums (circle one: white yellow bronze lavender)	\$35.00	_____
_____	Large Fern	\$50.00	_____
_____	Ivies	\$45.00	_____
_____	Bromeliads	\$40.00	_____
_____	2 foot green plants	\$45.00	_____
_____	3 foot green plants	\$55.00	_____
_____	4 foot green plants	\$65.00	_____
_____	5 foot green plants	\$75.00	_____
_____	6 foot green plants	\$90.00	_____
_____	7 and 8 foot green plants	\$110.00	_____
_____	8 foot & up...priced upon request	_____	_____
Containers – (Black), (White), (Wicker)		DELIVERY FEE	\$20.00
Brass and other containers available		SUB TOTAL	_____
Please call for pricing		6.5% SALES TAX	_____
		TOTAL	_____

If tax exempt, you must include a copy of your tax-exempt form.

FLORAL ORDER FORM

Rental price includes: container, top dressing, maintenance, installation and pick up. ALL ORDERS MUST BE PAID-IN-FULL PRIOR TO SHOW OPENING. We accept cash, company check, DINERS CLUB, VISA, MASTER CARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. A 100% cancellation fee will be charged on all orders canceled.

Exhibitor Name: _____ **BOOTH NO#**
 Firm Billing Name: _____
 Firm Billing Address: City: _____ State _____ Zip _____
 Credit Card Address: City: _____ State _____ Zip _____
 Contact Name: _____ PO# _____ Phone: _____
 Email Address: _____ Fax: _____

Credit Card: **American Express / Visa / MasterCard** **CID** **Exp date**

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Name on Credit Card: _____
 Authorized Signature: _____