
SERVICE INFORMATION**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high red and white back drape, 3' high red side dividers, (1) 6' x 30" red draped table, (2) side chairs, (1) wastebasket and a 7" x 44" one line identification sign.

EXHIBIT HALL CARPET

The Georgia World Congress Center is not carpeted. The aisles will be carpeted in red.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by June 14, 2012.

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

Friday	July 06, 2012	2:00 PM - 5:00 PM
Saturday	July 07, 2012	8:00 AM - 10:00 AM

EXHIBIT HOURS

Saturday	July 07, 2012	11:00 AM - 11:00 PM
Sunday	July 08, 2012	9:00 AM - 10:00 PM

EXHIBITOR MOVE-OUT

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

Sunday	July 08, 2012	10:00 PM - 11:59 PM
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DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Sunday, July 08, 2012 at 11:59 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, July 08, 2012 at 10:30 PM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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**

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 fax (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by June 14, 2012. Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store/ and click the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

AM TELUGU ASSN - CONF & YOUTH CONV

C/O FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

Freeman will accept crated, boxed or skidded materials beginning Thursday, June 07, 2012, at the above address. Material arriving after June 28, 2012 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 - 4:00 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

AM TELUGU ASSN - CONF & YOUTH CONV

C/O FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD NW

ATLANTA, GA 30313

Freeman will receive shipments at the exhibit facility beginning Friday, July 06, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

WAREHOUSE & OFFICE CLOSED

Wednesday, July 04, for the Holiday

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (404) 253-6494.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (404) 253-6494 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by June 14, 2012.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (404) 253-6494 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

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
JUNE 14, 2012**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (291565) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- 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/?291565>

F R E E M A N

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FreemanAtlantaES@freemanco.com

AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

- | | |
|---|---|
| ☐ ALL FREEMAN SERVICES | ☐ FREEMAN EXHIBIT TRANSPORTATION |
| ☐ I&D LABOR/SUPERVISION | ☐ RENTAL FURNITURE/CARPET/SIGNS |
| ☐ MATERIAL HANDLING/IN & OUT | ☐ BOOTH CLEANING |
| | ☐ 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:

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JUNE 14, 2012

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(404) 253-6494** 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 Pages 1 & 2						
___	N71092	Diva Counter Stool	165.65	182.20	231.90	___
___	N71091	Diva Chair	143.60	157.95	201.05	___
___	N710102	Santana Chair	143.60	157.95	201.05	___
___	N710144	Diplomat Chair	172.15	189.35	241.00	___
___	N71038	Cherry Barrel Chair	147.70	162.45	206.80	___
		☐ Cranberry ☐ Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	195.20	214.70	273.30	___
___	N71047	Gray Gaslift Stool	174.35	191.80	244.10	___
___	N71046	Gray Gaslift Chair w/Arms ..	156.10	171.70	218.55	___
___	N71045	Gray Gaslift Chair	133.70	147.05	187.20	___
___	N71044	Executive Chair	215.00	236.50	301.00	___
___	N71089	Black Diamond Side Chair..	102.40	112.65	143.35	___
___	N71090	Black Diamond Arm Chair..	117.85	129.65	165.00	___

CHAIRS Page 3						
___	N71088	Black Diamond Stool	139.00	152.90	194.60	___
___	C210108	Limerick® Chair.....	55.15	60.65	77.20	___
		by Herman Miller				
___	C210112	Casey Padded Stool	90.25	99.30	126.35	___
		☐ Black ☐ Gray				

LOUNGE SEATING Page 3						
___	N73091	Signature Loveseat	438.40	482.25	613.75	___
___	N71093	Signature Chair	329.45	362.40	461.25	___

TABLES Page 4						
___	N72026	Cherry Cocktail Table.....	147.70	162.45	206.80	___
___	N72027	Cherry End Table.....	122.25	134.50	171.15	___
___	N72015	Glass Conference Table.....	166.30	182.95	232.80	___
		☐ Black ☐ Chrome				

TABLES Page 5						
___	N72028	Metro Slate Cocktail Table...	147.70	162.45	206.80	___
___	N72029	Metro Slate End Table.....	122.25	134.50	171.15	___
___	C115103	Studio Black Cocktail Table.	69.15	76.05	96.80	___
___	C115104	Studio Black End Table.....	69.15	76.05	96.80	___

TABLES Page 5						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	110.45	121.50	154.65	___
___	N72069	Black-top Cafe 24"W x 30"H ...	186.40	205.05	260.95	___
___	N72070	Black-top Bistro 24"W x 42"H	186.40	205.05	260.95	___
___	N72067	Black-top Café Table 36"x30".	186.40	205.05	260.95	___
___	N72068	Black-top Bistro 36"W x 42"H ..	186.40	205.05	260.95	___
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	142.40	156.65	199.35	___
___	N72064	Café Table 36"W x 30"H	142.40	156.65	199.35	___
___	N720163	Bistro Table 30"W x 42"H	142.40	156.65	199.35	___
___	N720164	Bistro Table 36"W x 42"H	142.40	156.65	199.35	___

OFFICE FURNITURE Page 6						
___	N72093	Milano Table/Blonde Top	395.80	435.40	554.10	___
___	N72092	Milano Table/Black Top	395.80	435.40	554.10	___
___	N72094	Luna Table/Black Top	467.85	514.65	655.00	___
___	N720191	Hemingway Writing Table	291.05	320.15	407.45	___
___	N74061	Cherry Desk 5'	409.55	450.50	573.35	___
___	N74065	Cherry Bookcase	140.80	154.90	197.10	___
___	N74064	Cherry Credenza	317.10	348.80	443.95	___
___	N74071	Oak Desk 5'	409.55	450.50	573.35	___
___	N74075	Oak Bookcase	140.80	154.90	197.10	___
___	N74074	Oak Credenza	317.10	348.80	443.95	___

DISPLAY FURNITURE Page 7						
___	N72056	Display Counter.....	265.25	291.80	371.35	___
___	N75079	Orion Computer Kiosk.....	322.10	354.30	450.95	___
___	N75030	Black Display Cube/Small.....	165.65	182.20	231.90	___
___	N75031	Black Display Cube/Medium....	179.90	197.90	251.85	___
___	N75032	Black Display/Large.....	208.85	229.75	292.40	___

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	157.60	173.35	220.65	___
___	N75021	Black Display Cylinder/Med.	182.40	200.65	255.35	___
___	N75022	Black Display Cylinder/Lg....	209.40	230.35	293.15	___

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(404) 253-6494** 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
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 24" wide						
☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White						
_____	C130330	Draped Table 3'L x 30"H.....	85.00	93.50	119.00	_____
_____	C130430	Draped Table 4'L x 30"H.....	105.00	115.50	147.00	_____
_____	C130630	Draped Table 6'L x 30"H.....	125.00	137.50	175.00	_____
_____	C130830	Draped Table 8'L x 30"H.....	145.00	159.50	203.00	_____
_____	C1240463	4th Side Drape 6'L x 30"H...	38.80	42.70	54.30	_____
_____	C1240483	4th Side Drape 8'L x 30"H...	38.80	42.70	54.30	_____
_____	C130342	Draped Counter 3'L x 42"H.	120.00	132.00	168.00	_____
_____	C130442	Draped Counter 4'L x 42"H.	140.00	154.00	196.00	_____
_____	C130642	Draped Counter 6'L x 42"H.	160.00	176.00	224.00	_____
_____	C130842	Draped Counter 8'L x 42"H.	180.00	198.00	252.00	_____
_____	C1240464	4th Side Drape 6'L x 42"H...	38.80	42.70	54.30	_____
_____	C1240484	4th Side Drape 8'L x 42"H...	38.80	42.70	54.30	_____

Undraped Tables - Tables are 24" wide						
_____	C131330	Undraped Table 3'L x 30"H..	45.00	49.50	63.00	_____
_____	C131430	Undraped Table 4'L x 30"H..	60.00	66.00	84.00	_____
_____	C131630	Undraped Table 6'L x 30"H..	75.00	82.50	105.00	_____
_____	C131830	Undraped Table 8'L x 30"H..	90.00	99.00	126.00	_____
_____	C131342	Undraped Counter 3'Lx42"H	65.00	71.50	91.00	_____
_____	C131442	Undraped Counter 4'Lx42"H	80.00	88.00	112.00	_____
_____	C131642	Undraped Counter 6'Lx42"H	95.00	104.50	133.00	_____
_____	C131842	Undraped Counter 8'Lx42"H	110.00	121.00	154.00	_____

Table Top Risers						
_____	C150410	Single Step Riser 4'L x 7"H	38.80	42.70	54.30	_____
_____	C150610	Single Step Riser 6'L x 7"H	63.90	70.30	89.45	_____
_____	C150810	Single Step Riser 8'L x 7"H	75.00	82.50	105.00	_____
_____	C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A	_____
_____	C150614	Single Step Riser 6'L x14"H	N/A	N/A	N/A	_____
_____	C150814	Single Step Riser 8'L x14"H	N/A	N/A	N/A	_____
_____	C150420	Double Step Riser 4'L	N/A	N/A	N/A	_____
_____	C150620	Double Step Riser 6'L	N/A	N/A	N/A	_____
_____	C150820	Double Step Riser 8'L	N/A	N/A	N/A	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
_____	C220121	Chrome Stanchion w/belt ..	73.95	81.35	103.55	_____
_____	C220118	Chrome Sign Holder	76.30	83.95	106.80	_____
_____	N750135	Round Literature Rack	187.10	205.80	261.95	_____
_____	N750136	Flat Literature Rack	172.15	189.35	241.00	_____
_____	C220109	Chrome Coat Tree	48.65	53.50	68.10	_____
_____	C220134	Chrome Easel	31.20	34.30	43.70	_____
_____	C220110	Chrome Bag Rack	86.90	95.60	121.65	_____
_____	N75053	Black Trash Receptacle	61.10	67.20	85.55	_____
_____	N75054	Aluminum Trash Receptacle	61.10	67.20	85.55	_____
_____	220107	Wastebasket	19.70	21.65	27.60	_____
_____	220106	Corrugated Wastebasket.....	N/A	N/A	N/A	_____
_____	N75057	Small Refrigerator	323.65	356.00	453.10	_____
_____	N75052	Black Table Lamp	75.75	83.35	106.05	_____
_____	N74082	File Cabinet/2 Drawer	99.60	109.55	139.45	_____
_____	N74081	File Cabinet/4 Drawer	130.90	144.00	183.25	_____
_____	10201484	Bulletin Board	155.45	171.00	217.65	_____

Special Drape						
☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White						
_____	12103	Special Drape 3'H (per ft.) ..	14.90	16.40	20.85	_____
_____	12108	Special Drape 8'H (per ft.) ...	20.50	22.55	28.70	_____

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.

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(404) 253-6494** to speak with one of our experts.**For fast, easy ordering, go to www.freemanco.com/store**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Pages 1 & 2						

Lisbon Group - Black leather						
8302	Sofa		506.95	557.65	709.75	
8303	Loveseat		456.95	502.65	639.75	
81011	Chair		339.65	373.60	475.50	

Chairs						
8102	Barcelona (black leather).....		556.90	612.60	779.65	
810816	Barcelona (white leather).....		556.90	612.60	779.65	

Newport Group - Charcoal leather						
8308	Loveseat		462.05	508.25	646.85	
8109	Armless Chair		262.15	288.35	367.00	
81010	Corner Chair		306.00	336.60	428.40	

South Beach Group - Platinum suede						
8301	Sofa		445.75	490.35	624.05	
8151	Ottoman		194.80	214.30	272.70	

Key West Group - Black						
8306	Sofa		400.85	440.95	561.20	
8307	Loveseat		362.10	398.30	506.95	

Pages 3 & 4

Astro Group - Beige suede						
83063	Sofa		471.25	518.40	659.75	
810809	Chair		316.20	347.80	442.70	
82052	Sydney Cocktail Table (black)		200.95	221.05	281.35	
82054	Sydney End Table (black).....		166.25	182.90	232.75	

Rio Group - Blue suede						
8305	Sofa		N/A	N/A	N/A	
81014	Chair		N/A	N/A	N/A	
82022	Inspiration Table		217.25	239.00	304.15	
82023	Inspiration End Table		206.05	226.65	288.45	

Marrakesh Group - Beige						
83062	Sofa		423.30	465.65	592.60	
810808	Chair		300.90	331.00	421.25	

Memphis Group - Black						
83064	Sofa		429.40	472.35	601.15	
810812	Chair		308.05	338.85	431.25	

Chairs						
8101	T-Vac (translucent/chrome)....		217.25	239.00	304.15	
810819	Globus Occasional (white).....		291.70	320.85	408.40	

Ottomans						
8154	Square (black leather)		223.40	245.75	312.75	
8152	Square (white leather)		223.40	245.75	312.75	
8155	Bench (black leather)		267.25	294.00	374.15	
8153	Bench (white leather)		267.25	294.00	374.15	
81513	Half Round (black leather).....		278.45	306.30	389.85	
81514	Half Round (white leather)		278.45	306.30	389.85	

Cubes						
8157	Blueberry		N/A	N/A	N/A	
8159	Raspberry		N/A	N/A	N/A	
81510	Lemon		N/A	N/A	N/A	
81511	Natural		N/A	N/A	N/A	
81512	Black Leather		77.50	85.25	108.50	

Pages 5 & 6

Chairs						
8104	Cappuccino Chair		223.40	245.75	312.75	
8105	Stage Chair (onyx)		128.50	141.35	179.90	
8106	Stage Chair (camel)		128.50	141.35	179.90	
8107	Stage Chair (beige)		128.50	141.35	179.90	
8108	Stage Chair (red)		128.50	141.35	179.90	
8103	Tub Chair (black)		278.45	306.30	389.85	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING (continued)						
Pages 5 & 6						

Chairs (continued)						
810810	Berlin Stack Chair (black/white)		75.50	83.05	105.70	
810811	Berlin Stack Chair (red/white) ..		75.50	83.05	105.70	
81017	Panton Chair (white)		133.60	146.95	187.05	
810814	ICE Side Chair (transparent)....		146.90	161.60	205.65	
81090	New York Chair		131.60	144.75	184.25	
810707	ISO Mesh Pull-up Chair		212.15	233.35	297.00	
810110	Manhattan Chair (oyster).....		155.05	170.55	217.05	

Pages 7 & 8

Chairs (continued)						
81018	Flex Chair w/ wheels		109.15	120.05	152.80	
81075	Tilt Executive Chair		217.25	239.00	304.15	
810807	Luxor Executive Chair		295.80	325.40	414.10	
81063	Altura Conf/Guest Chair		223.40	245.75	312.75	
81073	Altura Jr Exec Chair/mid back..		244.80	269.30	342.70	
810813	Otto Highback Chair		308.05	338.85	431.25	
810702	Jetson Chair (black)		131.60	144.75	184.25	

Barstools & Bar						
810100	Ohio Barstool (gray)		121.40	133.55	169.95	
810101	Ohio Barstool (red)		121.40	133.55	169.95	
810102	Ohio Barstool (black)		121.40	133.55	169.95	
810103	Banana Barstool (white)		132.60	145.85	185.65	
810104	Banana Barstool (black)		132.60	145.85	185.65	
810815	ICE Barstool (transparent).....		157.10	172.80	219.95	
810505	Gin Barstool (maple)		117.30	129.05	164.20	
810706	Jetson Barstool (black)		183.60	201.95	257.05	
810200	Oslo Barstool (blue)		167.30	184.05	234.20	
810201	Oslo Barstool (white)		167.30	184.05	234.20	
8501	Martini Bar		975.10	1,072.60	1,365.15	

TABLES, LIGHTING & MORE**Pages 9 & 10**

Tables						
82033	Manhattan Table 29"H		213.20	234.50	298.50	
82015	Silverado End Table 22" H		178.50	196.35	249.90	
82014	Silverado Table 17"H		189.70	208.65	265.60	
82041	Geo Conf Table (black)		300.90	331.00	421.25	
82051	Geo Conf Table (chrome)		300.90	331.00	421.25	
82025	Geo End Table (black)		161.15	177.25	225.60	
82035	Geo End Table (chrome)		161.15	177.25	225.60	
82024	Geo Coffee Table (black)		178.50	196.35	249.90	
82034	Geo Coffee Table (chrome).....		178.50	196.35	249.90	
82054	Sydney End Table (black).....		166.25	182.90	232.75	
82055	Sydney End Table (white).....		166.25	182.90	232.75	
82052	Sydney Cocktail Table (black) ..		200.95	221.05	281.35	
82053	Sydney Cocktail Table (white) ..		200.95	221.05	281.35	

Miscellaneous						
850604	Etagere (black)		220.30	242.35	308.40	
850605	Etagere (pewter)		220.30	242.35	308.40	
85078	Locking Door Pedestal		328.45	361.30	459.85	
8503001	Refrigerator 14 cu. ft. (white)...		551.80	607.00	772.50	

Lighting						
850704	Floor Lamp 58"H (pewter)		N/A	N/A	N/A	
850701	Lumalight Lamp (red)		N/A	N/A	N/A	
850702	Lumalight Lamp (white)		N/A	N/A	N/A	
850703	Lumalight Lamp (orange).....		N/A	N/A	N/A	
850705	Parisian Lamp 28"H (pewter) ..		N/A	N/A	N/A	

TOTAL COST

Sub-Total	+	8% Tax	=	Total Cost
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FREEMAN

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**ONLINE PRICE
DISCOUNT PRICE
JUNE 14, 2012**

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME: _____ BOOTH #: _____

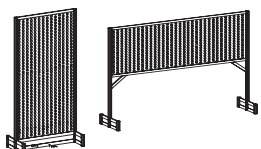
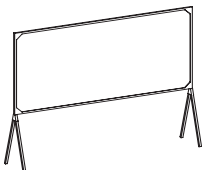
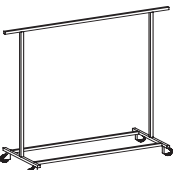
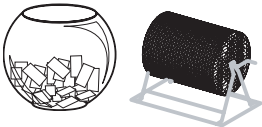
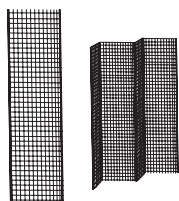
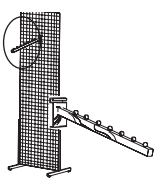
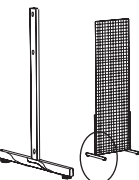
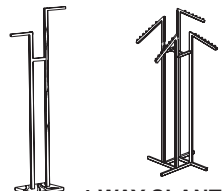
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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ACCESSORIES

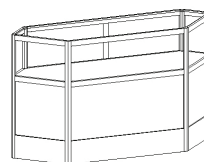
PERFBOARD-SINGLE SIDED Vertical Horizontal 	BULLETIN BOARD 	CHROME GARMENT RACK 	FISH BOWL  TICKET TUMBLER
2' x 8' GRID PANELS 	GRID ACCESSORIES 	GRID LEGS 	2-WAY STRAIGHT ARM  4-WAY SLANT ARM



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201287	1/2M x 87" - Single Sided	\$94.35	103.80	132.10	_____
_____	10201288	1/2M x 87" - Double Sided	\$132.20	145.40	185.10	_____
_____	10201087	1M x 87" - Single Sided	\$150.50	165.55	210.70	_____
_____	10201088	1M x 87" - Double Sided	\$187.70	206.45	262.80	_____
_____	10201484	4'x8' -Bulletin Board/Horz....	\$155.45	171.00	217.65	_____
ACCESSORIES						
_____	10406	Garment Rack	\$72.65	79.90	101.70	_____
_____	15905	Fish Bowl	\$22.30	24.55	31.20	_____
_____	159011	Ticket Tumbler - small	\$52.75	58.05	73.85	_____
_____	10404	4-way Slant Arm	\$156.70	172.35	219.40	_____
_____	10403	2-way Straight Arm	\$122.25	134.50	171.15	_____
GRIDS (continued)						
_____	103028	Chrome - Grid	\$95.60	105.15	133.85	_____
_____	103011	White - Grid	\$95.60	105.15	133.85	_____
_____	103029	Chrome - Grid Legs	\$31.95	35.15	44.75	_____
_____	103029	White - Grid Legs	\$31.95	35.15	44.75	_____
_____	10307	7-Ball Waterfall (for grids).....	\$13.00	14.30	18.20	_____

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
SHOWCASES						
_____	175561	Full Vision Case	\$553.80	609.20	775.30	_____
_____	175560	Half Vision Case	\$497.70	547.45	696.80	_____
_____	175563	Corner Case	\$427.80	470.60	598.90	_____
FULL VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area. HALF VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area. CORNER SHOW CASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.						
All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back. Electrical service for lightbar must be arranged through the facility.						
TOTAL COST						
Sub-Total _____ + Tax (8%) _____ = TOTAL _____						

Don't see what you need?
Please call an Exhibitor Services Representative @ 404-253-6494.

FREEMAN

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ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 14, 2012

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(404) 253-6494** to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at **(404) 253-6494**.
- 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.
- No MATERIAL HANDLING charges apply. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ Sea Breeze ☐ White

40 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.50	\$ 3.85	\$ 4.90	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.15	\$ 3.45	\$ 4.40	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Baywater ☐ Cardinal ☐ Gray Pearl ☐ Pine ☐ Toast
☐ Black ☐ Charcoal ☐ Navy ☐ Raspberry ☐ Wedgewood
☐ Cabernet ☐ Cream ☐ Peach ☐ Sea Breeze ☐ White

28 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.90	\$ 3.20	\$ 4.05	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.65	\$ 2.90	\$ 3.70	_____

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental	Online Price	Discount Price	Standard Price	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.35	\$ 2.60	\$ 3.30	_____

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 150.75	\$ 165.85	\$ 211.05	_____
_____	9' x 20' Classic Carpet	\$ 300.30	\$ 330.35	\$ 420.40	_____
_____	9' x 30' Classic Carpet	\$ 450.80	\$ 495.90	\$ 631.10	_____
_____	9' x 40' Classic Carpet	\$ 600.00	\$ 660.00	\$ 840.00	_____

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

• Price is per sq. ft.

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$.65	\$.70	\$.90	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.45	\$.50	\$.65	_____
_____	Plastic Covering	\$.40	\$.45	\$.55	_____

TOTAL COST

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

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

FREEMAN carpet

Take advantage of the Online price
by ordering at www.freemanco.com/store
before JUNE 14, 2012

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NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

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CLEANING SERVICES

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

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

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

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

_____ 610100	Booth Vacuuming - One Time	.45	.65	_____
_____ 610200	Booth Vacuuming - 2 Days	.65	.90	_____
_____ 610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____ 610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

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

_____ 630100	Shampoo Carpet - One Time	.55	.75	_____
_____ 630200	Shampoo Carpet - 2 Days	1.05	1.45	_____
_____ 630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

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

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

_____ 620500	Exhibit Area / Under 500 sq.ft.	74.45	104.25	_____
_____ 6201500	Exhibit Area / 501 - 1,500 sq. ft.	104.25	145.95	_____
_____ 6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	131.55	184.15	_____
_____ 6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

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

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

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) 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	Upgrade Exhibit Package	Total
☐ Package 1 - 171010.....	2,308.60	3,232.05	Call for pricing	_____
☐ Package 2 - 171020.....	1,498.80	2,098.30	Call for pricing	_____
☐ Package 3 - 171030.....	1,951.15	2,731.60	Call for pricing	_____
☐ Package 4 - 171040.....	1,769.00	2,476.60	Call for pricing	_____
☐ Package 5 - 171050.....	1,719.10	2,406.75	Call for pricing	_____
☐ Package 6 - 171060.....	1,797.55	2,516.55	Call for pricing	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green
☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

You may 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 _____

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit with one or more of the following options. Contact one of our experts for pricing.

☐ Upgrade Carpet ☐ Slatwall & Shelves ☐ Cabinets & Counters
☐ Black Metal ☐ Colored Panels ☐ Creating a Custom Exhibit
☐ Graphics & Custom Logo

TOTAL COST

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

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

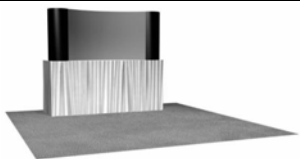
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TABLE TOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	862.15	1,207.00	_____	_____
40"H x 8'W	1,006.20	1,408.70	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,071.30	1,499.80	_____	_____
40"H x 8'W	1,214.95	1,700.95	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units:

☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

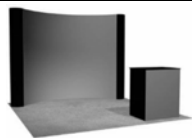
9' x 10' Classic Carpet:

☐ Black ☐ Blue ☐ Burgundy
☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Gold
☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,436.75	2,011.45	_____	_____
8'H x 10'W	1,719.10	2,406.75	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,414.30	3,380.00	_____	_____
8'H x 10'W	2,836.35	3,970.90	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units:

☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:

☐ Black ☐ Blue ☐ Burgundy
☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	179.90	251.85	_____	_____	255.00	357.00	_____
1715801	1-200 Watt Halogen Light Kit	_____	93.65	131.10	_____	_____	184.40	258.15	_____
1715802	Straight Shelf	_____	73.20	102.50	_____	_____	128.75	180.25	_____
1715803	Angled Shelf	_____	73.20	102.50	_____	_____	128.75	180.25	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the standard price.**

PURCHASE UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
JUNE 14, 2012**

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

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

GRAPHICS & SIGNS

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.
\$ 15.25 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 22.90 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore ☐ Masonite ☐

PVC ☐ Plexi ☐

Gatorfoam ☐ Other ☐

Vertical Horizontal Use Your Judgment
For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	43.10	64.65 =	_____
7" x 22"	@	44.65	67.00 =	_____
7" x 44"	@	49.35	74.05 =	_____
9" x 44"	@	65.15	97.75 =	_____
11" x 14"	@	45.90	68.85 =	_____
14" x 22"	@	65.15	97.75 =	_____
14" x 44"	@	73.95	110.95 =	_____
22" x 28"	@	77.80	116.70 =	_____
28" x 44"	@	117.85	176.80 =	_____
20" x 60"	@	158.25	237.40 =	_____

(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:

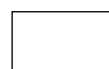
* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment
For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8 % Tax	=	Total Cost
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graphics & signs
FREEMAN

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire 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. 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

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also 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 are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (404) 253-6494 for assistance.

UNION JURISDICTIONS ATLANTA, GEORGIA

UNION LABOR:

Since Georgia is a "right-to-work" state, exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION:

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to place your products on your display: to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

FREIGHT HANDLING JURISDICTION:

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Freeman will not be responsible, however, for any material they do not handle. Freeman will have complete control of the loading docks at all times.

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates. Please refer to the Freight brochure in this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

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

IN GENERAL:

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Freeman and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Freeman.

SAFETY:

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of our furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and all necessary ladders and tools will be provided.

F R E E M A N

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 75.95	\$ 98.70
Overtime- 5:00 P.M. to 12:00 A.M. Monday through Friday All day Saturday & Sunday	\$ 113.90	\$148.05
Double Time- Midnight to 8:00 A.M. and recognized holidays.....	\$ 151.85	\$197.40

• Show Site prices will apply to all labor orders placed at show site.

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

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

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

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

FREIGHT CHARGES

- ☐ Prepaid ☐ Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
JUNE 14, 2012**

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

NAME OF SHOW: AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- 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.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.

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 _____

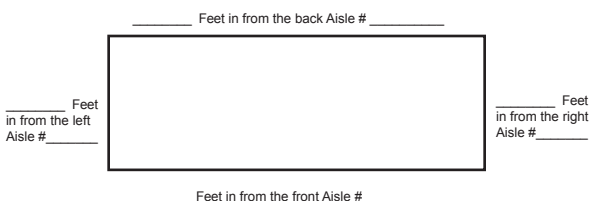
Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box 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: _____

(291565) FY 13

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 PM to 8:00 AM Monday through Friday and

All Day Saturday, Sunday and Holidays.

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Standard 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
- Straight time cannot be guaranteed

	Straight Time	Overtime
--	------------------	----------

32' Scissorlift Scissorlift with crew (up to 500 lbs lift capacity)

Advance Price \$488.30 \$634.80

Standard Price \$596.65 \$775.65

Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)

Advance Price \$488.30 \$634.80

Standard Price \$596.65 \$775.65

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price \$75.95 \$98.70

Standard Price \$113.90 \$148.05

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

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

THE FOLLOWING MUST ACCOMPANY YOUR ORDER:

- FREEMAN METHOD OF PAYMENT
- HANGING SIGN LABOR
- STRUCTURAL INTEGRITY STATEMENT

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

ALL HANGING STRUCTURES OVER 250 LBS. WILL REQUIRE A CHAIN HOIST

CHAIN HOIST			
Description	Qty Ea.	Price	Total
1/4 Ton Chain Hoist (up to 500 lbs.)	_____ @	\$313.55 = \$	_____
1/2 Ton Chain Hoist (up to 1,000 lbs.)	_____ @	\$378.55 = \$	_____
1 Ton Chain Hoist (up to 2,000 lbs.)	_____ @	\$486.70 = \$	_____

Please call for custom quote if ordering more than five chain hoists or rotating motors.

Description	Rate Per Hour
-------------	---------------

FREEMAN SIGN RIGGING SUPERVISION W/ADDITIONAL EQUIPMENT (Per Hour, 1 Hour Minimum)

Rate applies when additional equipment is used (i.e. chain motor, hoist, truss, etc.) - ST....\$ 79.25
- OT....\$118.90

TRUSS SYSTEMS			
Description	Qty Ft.	Price	Total
12" Silver Box Truss	_____ @	\$16.10 per/ft = \$	_____
12" Black Box Truss	_____ @	\$19.50 per/ft = \$	_____
20.5" Silver Box Truss	_____ @	\$21.60 per/ft = \$	_____
20.5" Black Box Truss	_____ @	\$26.00 per/ft = \$	_____

INSTRUCTIONS

- All rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors.
- Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, the weight of each point and the booth outline with the surrounding booth numbers for reference.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Lighting can be rented from the official audio visual company, Freeman, or may be brought in or rented from other sources, but will incur drayage charges.
- **ELECTRICAL SERVICE** requirements for hoists must be ordered in advance from the facility.
- For Lift and overhead rigging crew, use the "Hanging Sign / Ceiling Rigging Labor" order form.

SUPPORTING DOCUMENTS CHECKLIST

Rigging Plot	_____
Structural Integrity Statement	_____
Hanging Signs Order Form	_____
Electrical Order Form	_____

No Material Handling Charges on Chain Hoists and Truss Systems Ordered from Freeman

QUICK TIPS FOR EASY EXHIBITING

- Please remember to sign the required Structural Integrity Statement. Orders received without an Authorized Signature will not be placed until received.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TOTAL

Subtotal + 0% Tax = \$ Total Cost

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

PLEASE RETURN THIS FORM WITH
YOUR HANGING SIGN / CEILING
RIGGING LABOR ORDER

AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012

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

_____, the contracted exhibitor at the **AM TELUGU ASSN - CONF & YOUTH CONV** 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 **AM TELUGU ASSN, GEORGIA WORLD CONGRESS 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.

HANGING STRUCTURES AND CEILING RIGGING GUIDELINES

- All ceiling rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors. Freeman will hang all lighting, truss, chain motors, signs, etc.
- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the “**Hanging Sign / Rigging Labor**” order form, for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Set-up instructions must be provided for signs requiring assembly.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. 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. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Electric signs must be in working order and in accordance with the National Electrical Code.
- **ELECTRICAL SERVICE** requirements for hoists and electric signs must be ordered in advance from the facility.
- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.
- For lift and overhead rigging crew, use the “**Hanging Sign / Rigging Labor**” order form.
- Hanging sign orders placed at show site are subject to equipment availability.

F R E E M A N

(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: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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 #

AM TELUGU ASSN - CONF & YOUTH CONV

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

MUST BE DELIVERED BY JUNE 28, 2012

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

FREEMAN / Exhibiting Company Name / Booth #

AM TELUGU ASSN - CONF & YOUTH CONV

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD NW

ATLANTA, GA 30313

CANNOT BE DELIVERED BEFORE JULY 06, 2012

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(469) 621-5810**

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

SHOW # (291565) _____

FREEMAN exhibit transportation

F R E E M A N

1-877-478-1113

**COMPLETE THIS FORM ONLY IF YOU ARE
SHIPPING YOUR EXHIBIT MATERIALS BY
FREEMAN EXHIBIT TRANSPORTATION
AND/OR ORDERING CUSTOMS CLEARANCE**

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-877-478-1113 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.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and deliver your shipment.

SELECT SERVICE(S):

- ☐ Transportation & Customs Clearance - Complete all sections of this form & Canada Customs Invoice.
- ☐ Transportation Only - Complete all sections of this form.
- ☐ Customs Clearance Only - Complete pick-up information, shipping information & Canada Customs Invoice.

PICK UP INFORMATION

Requested Pick Up Date: _____

IRS #: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

AM TELUGU ASSN - CONF & YOUTH CONV

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

MUST BE DELIVERED BY JUNE 28, 2012

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

FREEMAN / Exhibiting Company Name / Booth #

AM TELUGU ASSN - CONF & YOUTH CONV

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD NW

ATLANTA, GA 30313

CANNOT BE DELIVERED BEFORE JULY 06, 2012

TYPE OF SERVICE

- ☐ 1 Day: Delivery next business day (before 5:00 PM)
- ☐ 2 Day: Delivery by 5:00 PM second business day
- ☐ Deferred: Delivery within 3 - 4 business days
- ☐ Declared Value CDN\$ _____

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

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Other: Please specify requirements _____

11/10

SHIPPING INFORMATION

Items to be shipped

Number of Pieces _____ Est. Weight _____

____ Crates (wooden) _____

____ Cartons (cardboard) _____

____ Cases/Trunks (fiber) (color _____) _____

____ Skids/Pallets _____

____ Carpet (color _____) _____

____ Other (_____) _____

____ Total _____

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

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

OUTBOUND SHIPPING

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

Ship to address: _____

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(905) 951-3145**

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

SHOW # (291565) _____

FREEMAN exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY JUNE 28, 2012

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

AM TELUGU ASSN - CONF & YOUTH
EVENT: ***CONV*** _____

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY JUNE 28, 2012

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

AM TELUGU ASSN - CONF & YOUTH
EVENT: ***CONV*** _____

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JULY 06, 2012

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GEORGIA WORLD CONGRESS CTR
285 ANDREW YOUNG INTERNATIONAL**

ATLANTA, GA 30313

SHOW SITE

AM TELUGU ASSN - CONF & YOUTH

EVENT: *CONV*

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JULY 06, 2012

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GEORGIA WORLD CONGRESS CTR
285 ANDREW YOUNG INTERNATIONAL**

ATLANTA, GA 30313

SHOW SITE

AM TELUGU ASSN - CONF & YOUTH

EVENT: *CONV*

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

HANGING SIGN

ADVANCE TO WAREHOUSE

TO: _____

Exhibitor Name

C/O: FREEMAN

841 JOSEPH E. LOWERY BLVD, NW
ATLANTA, GA 30318

**MUST BE DELIVERED BY
JUNE 28, 2012**

AM TELUGU ASSN - CONF & YOUTH CONV

Event JULY 07 - 08, 2012

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N

HANGING SIGN

ADVANCE TO WAREHOUSE

TO: _____

Exhibitor Name

C/O: FREEMAN

841 JOSEPH E. LOWERY BLVD, NW
ATLANTA, GA 30318

**MUST BE DELIVERED BY
JUNE 28, 2012**

AM TELUGU ASSN - CONF & YOUTH CONV

Event JULY 07 - 08, 2012

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N

HANGING SIGN

ADVANCE TO WAREHOUSE

TO: _____

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C/O: FREEMAN

841 JOSEPH E. LOWERY BLVD, NW
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**MUST BE DELIVERED BY
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Event JULY 07 - 08, 2012

Booth No. _____ No. _____ of _____ pcs.

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HANGING SIGN

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TO: _____

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ATLANTA, GA 30318

**MUST BE DELIVERED BY
JUNE 28, 2012**

AM TELUGU ASSN - CONF & YOUTH CONV

Event JULY 07 - 08, 2012

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

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, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

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

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

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

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

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 64.00	128.00
Special Handling Shipment.....	\$ 83.20	166.40
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 62.00	124.00
Special Handling Shipment.....	\$ 80.60	161.20
Uncrated or Pad Wrapped Shipment.....	\$ 93.00	186.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 16.00	32.00
Show Site Shipment after Deadline	\$ 15.50	31.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 15.50	31.00
Special Handling Shipment.....	\$ 20.15	40.30
Uncrated or Pad Wrapped Shipment	\$ 23.25	46.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	\$ 15.50	31.00
Special Handling Shipment.....	\$ 20.15	40.30
Uncrated or Pad Wrapped Shipment	\$ 23.25	46.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
Tips to Save on Material Handling		0.00% Tax	N/A
		Total	

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 128.00

52 lbs. charged @ 200 lbs. \$ 128.00

65 lbs. charged @ 200 lbs. \$ 128.00 = \$384.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$128.00

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

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not 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, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

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

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

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

Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$132.30	\$172.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$170.75	\$222.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.20	\$271.95
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$141.80	\$184.35
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$180.25	\$234.35
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$218.70	\$284.30
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$167.50	\$217.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$205.95	\$267.75
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$244.40	\$317.70
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$205.75	\$267.48
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$244.20	\$317.45
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$282.65	\$367.45
304040	Forklift w/operator - 4-Stage - ST.....	\$158.05	\$205.50
304041	Forklift w/operator - 4-Stage - OT.....	\$196.50	\$255.45
304042	Forklift w/operator - 4-Stage - DT.....	\$234.95	\$305.45
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 80.30	\$104.40
3020201	Rigger Foreman - OT.....	\$120.45	\$156.60
3020202	Rigger Foreman - DT.....	\$160.60	\$208.80
3020100	Rigger - ST.....	\$ 78.60	\$102.20
3020101	Rigger - OT.....	\$117.90	\$153.30
3020102	Rigger - DT.....	\$157.20	\$204.35

INSTALLATION

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

DISMANTLE

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

F R E E M A N

841 Joseph E Lowery Blvd Nw
 Atlanta, GA 30318
 (404) 253-6494 Fax: (469) 621-5610
 FreemanAtlantaES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS
--

NAME OF SHOW: **AM TELUGU ASSN - CONF & YOUTH CONV / JULY 07 - 08, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 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 LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

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

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

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

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

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

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

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

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

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

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

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

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 THE 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 \$25.00**

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

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

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

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman or 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 Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

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

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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.

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** 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. 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 will 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.

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, lockouts, 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 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the 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 two (2) years* 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, or any partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

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

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

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

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

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman and 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) 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 exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; 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 goods (including without limitation all equipment) 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.

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 Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., 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.

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.

PAYMENT AUTHORIZATION FORM



Georgia World Congress Center Georgia Dome

285 Andrew Young International Blvd.
Atlanta, GA 30313

Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

AMERICAN TELUGU ASSOC

DISCOUNT PRICING AVAILABLE UNTIL **JUNE 16, 2012**

STANDARD RATES WILL APPLY AFTER THIS DATE

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer.

We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

✓ Name of Event You Are Attending

✓ Exhibiting Company Name

✓ Booth Number

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #:

Expiration Date:

Billing Address:

City, ST, Zip:

Name as it appears on card:

Authorized Signature:

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: _____ BOOTH #: _____

COMPANY ADDRESS: _____ PHONE: () _____ - _____

CITY/STATE/ZIP _____ FAX: () _____ - _____

CONTACT NAME: _____ EMAIL: _____

ELECTRICAL SERVICE ORDER FORM



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Dept.: Phone: (404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

AMERICAN TELUGU ASSOC

DISCOUNT PRICING AVAILABLE UNTIL JUNE 16, 2012

STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____
 Telephone No. (____) _____ Fax No. (____) _____ E-mail: _____
 Address _____ City _____ State _____ Zip Code _____
 Contact Name _____ Signature _____

ELECTRICAL						
120 Volt 1 Phase (single outlet)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
5 AMPS	\$116	\$157				
10 AMPS	\$154	\$208				
15 AMPS	\$176	\$238				
20 AMPS	\$204	\$275				
208 Volt 1 Phase (single outlet)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$276	\$331				
30 AMPS	\$358	\$430				
40 AMPS	\$441	\$529				
50 AMPS	\$551	\$661				
60 AMPS	\$689	\$827				
80 AMPS	\$855	\$1,026				
100 AMPS	\$1,075	\$1,290				
150 AMPS	\$1,654	\$1,985				
200 AMPS	\$2,205	\$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$468	\$562				
30 AMPS	\$634	\$761				
40 AMPS	\$799	\$959				
50 AMPS	\$909	\$1,091				
60 AMPS	\$1,103	\$1,324				
80 AMPS	\$1,489	\$1,787				
100 AMPS	\$1,820	\$2,184				
150 AMPS	\$2,867	\$3,440				
200 AMPS	\$3,528	\$4,234				
300 AMPS	\$5,063	\$6,076				
400 AMPS	\$6,201	\$7,441				
480 Volt 3 Phase (No Receptacle; Direct tie-in)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$938	\$1,126				
30 AMPS	\$1,323	\$1,588				
40 AMPS	\$1,654	\$1,985				
50 AMPS	\$1,930	\$2,316				
60 AMPS	\$2,227	\$2,672				
80 AMPS	\$3,308	\$3,970				
100 AMPS	\$3,675	\$4,410				
150 AMPS	\$5,760	\$6,912				
200 AMPS	\$7,166	\$8,599				
300 AMPS	\$11,025	\$13,230				
400 AMPS	\$14,884	\$17,861				

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	\$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	\$72 ea		
Par 64	1000 watt can light installed in the ceiling	\$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	\$19 ea		
Quad Extension	4 Outlet receptacle box	\$24 ea		
Multi-outlet	Receptacle adapter	\$10 ea		
Distribution Panel	100A-200A Panel	\$250 ea		
Transformers	Call for Quote			

****Additional on-site labor charges may apply.**

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$70.00	

NOTES:

*** All 208v service or higher require a minimum of 1hr of labor.**

***For special routing of services, order a minimum of 1 hr labor.**

***Please see pg. 2 for "Important Conditions & Regulations".**

TOTAL for THIS ORDER=

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

Aisle/Booth

Aisle/Booth

SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION

Aisle/Booth

For Congress Center Use Only

Adjusted Total: \$ _____
 Paid in Advance: \$ _____
 Paid on Show Site: \$ _____
 Balance/Credit: \$ _____

(Payment Received by)

Notes or Special Instructions:

ELECTRICAL SERVICE ORDER FORM

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

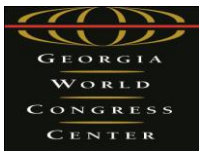
IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time. 24 hour power may be ordered for services that require continuous electrical service (ex. Refrigerators, Programmable Machinery, etc.).

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

CABLE SERVICE ORDER FORM



**Georgia World Congress Center
Georgia Dome**

285 Andrew Young International Blvd.
Atlanta, GA 30313

Engineering Dept.-Telephone: (404) 223-4800 Fax: (404) 223-4813

AMERICAN TELUGU ASSOC

DISCOUNT PRICING AVAILABLE UNTIL JUNE 16,2012

STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____	Company Name _____
Telephone No. (____) _____	Fax No.(____) _____ E-mail: _____
Address _____	City _____ State _____ Zip Code _____
Contact Name _____	Signature _____

Basic Service Rates and Conditions

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center.
This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Cable Services

Service	Number of Services	Advanced Rate	Floor Rate	Amount
Cable TV		\$275	\$330	\$
Closed Circuit Channels		\$400	\$480	\$
Closed Circuit Channels with TV and Cart		\$600	\$720	\$

****Additional on-site labor charges may apply.**

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$70	

TOTAL CHARGES: _____

**Mailing or Faxing order:
SUBMIT DIAGRAM
INCLUDING BOOTH ORIENTATION
WITH ORDER**

Aisle/Booth

Aisle/Booth

Aisle/Booth

NOTES:

- *Please see pg.2 for "Important Conditions & Regulations".
- *All TV sets must be CABLE READY or have multi-channel converters.

For Congress Center Use Only

Adjusted Total: \$ _____
Paid in Advance: \$ _____
Paid on Show Site: \$ _____
Balance/Credit: \$ _____
_____ Payment Received by _____

CABLE SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Dept.-Telephone: (404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

AMERICAN TELUGU ASSOC

DISCOUNT PRICING AVAILABLE UNTIL **JUNE 16, 2012**

STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____	Company Name _____
Telephone No. (____) _____	Fax No. (____) _____ E-mail: _____
Address _____	City _____ State _____ Zip Code _____
Contact Name _____	Signature _____

Compressed Air (90-100 lbs. PSI)				
Service	Discount Rate	Standard Rate	QTY	Total
50 CFM Unit	\$275	\$330		
Additional Units of 50 CFM	\$220	\$264		

Water (Average Pressure - 55 PSI)				
Service	Discount Rate	Standard Rate	Qty	Total
Cold Water	\$220	\$264		
Hot Water	\$341	\$409		

One-Time Water Fill and Drain				
Service	Discount Rate	Standard Rate	Qty	Total
150 Gallon Unit	\$193	\$232		
Additional Units of 150 Gallon	\$138	\$166		

Natural Gas				
Service	Discount Rate	Standard Rate	Qty	Total
45,000 BTU Unit	\$440	\$528		
Additional Units of 45,000 BTU	\$352	\$422		

SPECIAL SERVICES				
Item Name	Discount Rate	Standard Rate	Qty	Total
Pressure Regulator	\$50	\$60		
Water Heater w/out sink	\$250	\$300		
PVC Piping	Call for Quote			

NOTES:				
*GWCC does not guarantee minimum /maximum pressure.				
*Please see pg. 2 for "Important Conditions & Regulations".				

Sinks			
Discount Rate (Each)	Standard Rate (Each)	Qty	Total
\$560	\$672		
Drainage			
Discount Rate (Each)	Standard Rate (Each)	Qty	Total
\$138	\$166		

**Additional on-site labor charges may apply.

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$70	

TOTAL for THIS ORDER =

Aisle/Booth

**Mailing or Faxing Order:
SUBMIT DIAGRAM
INCLUDING BOOTH
ORIENTATION WITH ORDER**

Aisle/Booth

Aisle/Booth

For Congress Center Use Only

Adjusted Total: \$ _____
 Paid in Advance: \$ _____
 Paid on Show Site: \$ _____
 Balance/Credit: \$ _____

 (Payment Received by)

Notes or Special Instructions:

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES**-Orders with payment must be received 21 calendar days prior to the **FIRST OPEN SHOW DATE**.
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date**.
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for plumbing service installed and not used**.
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections**. However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center or Georgia Dome Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommend that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or water in air lines.
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommend that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure**.
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813



Telecommunications & Network Services Order

Georgia World Congress Center ■ Georgia Dome ■ Centennial Olympic Park

285 Andrew Young International Blvd., NW

Atlanta, GA 30313

Phone: 404-222-5500

Fax: 404-222-5514

http://www.cclld.net

info@cclld.net

Event Name: _____

Booth #/Location: _____

Company Name: _____

Event Date(s): _____

Street Address: _____

City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.**

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305			
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475			
Multi-Line Handset Rental (12-button)	\$ 250	\$ 300	\$ 300		
Voicemail Box	\$ 50	\$ 65			
Extensions	\$ 50	\$ 65			
Polycom Conference Phone	\$ 250	\$ 300	\$ 300		
Plain Paper Fax Machine Rental	\$ 175	\$ 200			
ISDN (CCLD Circuit, Customer Provided ISP)	\$ 875	\$ 875			
Dry Pair	\$ 225	\$ 225			
DS3 (Extension of Demarcation Only)	\$ 3000	\$ 3000			
DS1 (Extension of Demarcation Only)	\$ 1800	\$ 1800			

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

- ☐ LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls (COS 6)
- ☐ LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls (COS 1)
- ☐ INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing (COS 20)

Please total services
at the bottom of this
order form.

A credit card must be supplied with this order for long distance service to be provided. A \$0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.**

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address	\$ 1195	\$ 1445			
Additional Hardwired Device/IP Address	\$ 145	\$ 190			
16-Port Hub Rental (10/100 Base-T)	\$ 150	\$ 175			
8-Port Firewall Rental (Includes Configuration)	\$ 495	\$ 525	\$ 300		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65			
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90			
100-Foot CAT-5 Patch Cables	\$ 150	\$ 150			
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65			
Network Engineering Rate (per hour)	\$ 125	\$ 125			

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. **Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection.** If you have special networking needs, please contact a customer service representative at 404-222-5500.

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

Subtotal (Telecommunications + Internet Services):

Add 20% Expedite Fee for On-Site Orders:

8% Sales Tax:

Total:

Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$300.00 Relocation Charge.

Rate Date: January 1, 2010

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall CCLD be liable to the Customer 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, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



Georgia Department of Revenue

Compliance Division

PO BOX 16749

Atlanta, GA 30321

Telephone: (404) 968-0480

MISCELLANEOUS EVENTS

VENDOR	
Miscellaneous Events	
ADDRESS	
NAME OF EVENT	DATE OF EVENT

INSTRUCTIONS FOR VENDORS:

- 1) Complete vendor name, address and name of event information.
- 2) Report the amount of taxable sales (even if zero sales).
- 3) Collect Georgia Sales Tax at the rate that applies to the county in which the event is held.
- 4) Report the amount of sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on your regular form, please provide tax number: _____

								TAX RATE	COUNTY
								8%	Atlanta City
4% BRACKET		5% BRACKET		6% BRACKET		7% BRACKET		8% BRACKET	
12 cents or less	N/R	9 cents or less	N/R	8 cents or less	N/R	7 cents or less	N/R	6 cents or less	N/R
13 thru 37 cents	1 cent	10 thru 29 cents	1 cent	9 thru 24 cents	1 cent	8 thru 21 cents	1 cent	7 thru 18 cents	1 cent
38 thru 62 cents	2 cents	30 thru 49 cents	2 cents	25 thru 41 cents	2 cents	22 thru 35 cents	2 cents	19 thru 31 cents	2 cents
63 thru 87 cents	3 cents	50 thru 69 cents	3 cents	42 thru 58 cents	3 cents	36 thru 49 cents	3 cents	32 thru 43 cents	3 cents
88 cents thru \$1.00	4 cents	70 thru 89 cents	4 cents	59 thru 74 cents	4 cents	50 thru 64 cents	4 cents	44 thru 56 cents	4 cents
		90 cents thru \$1.00	5 cents	75 thru 91 cents	5 cents	65 thru 78 cents	5 cents	57 thru 68 cents	5 cents
				92 cents thru \$1.00	6 cents	79 thru 92 cents	6 cents	69 thru 81 cents	6 cents
						93 cents thru \$1.07	7 cents	82 thru 93 cents	7 cents
								94 cents thru \$1.00	8 cents

TAXABLE SALES	TAX COLLECTED
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AT THE CLOSE OF THE EVENT, THIS FORM WITH TAX COLLECTED SHOULD BE:

[] Return to Revenue Agent on duty [x] Mailed within 3 days following close of event
(ENVELOPE PROVIDED)

Should you have any questions, please contact:

Angela Branyon

Authorized Agent for State Revenue Commissioner

TELEPHONE NUMBER: (404) 968-0480

DATE:

FOR REVENUE USE ONLY

I. D. NUMBER	
CHECK NAME	
STATE TAX	0.00
MARTA	0.00
LOCAL OPTION	0.00
2ND LOCAL OPTION	0.00
SPECIAL	
EDUCATIONAL	0.00
HOMESTEAD	
TOTAL TAX	0.00

GENERAL OPERATING POLICIES AND PROCEDURES

These General Operating Policies and Procedures with referenced publications have been established to ensure the Georgia World Congress Center, its personnel, licensees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline governing event and building operations. Any questions, requests for variations or exceptions should be promptly submitted to the Event Services Department and must be approved in writing by GWCC management.

General Operating Procedures

1. Animals and pets are not permitted in the facility except in conjunction with an authorized exhibit, display or performance; or as aids to the disabled.
2. Building signage, graphics, displays, restrooms, elevators, escalators and similar features may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to any building surface.
3. The Center does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through a service contractor.
4. House lighting, ventilation, heat or air conditioning will be provided as required during open show hours, rehearsals or special conditions. Energy conservation mandates reduced lighting and ventilation during move-in and move-out periods.
5. GWCC provides the following services on an exclusive basis.
 - . Electrical services, including power and plumbing.
 - . Utility services consisting of water, drain, compressed air, and natural gas
 - . Food and Beverage service
 - . Telecommunication services
6. A "house electrician or Engineering Technician" must perform all wiring, electrical installations and other exclusive services; however, authorization may be granted for company engineers or technicians to perform special electrical work on their own company exhibit equipment. Authorization may also be granted for licensed electricians to perform certain audio/visual installation on theatrical sets.
Contact GWCC Engineering for further information (404-223-4800).
7. The use of anchors and drilling of exhibit hall floors will only be performed by House Engineers. Please contact GWCC Engineering for further Information (404-223-4800).

Maintenance, Cleaning and Protection of Building Furnishing, Equipment and Finishes:

1. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls.
2. Helium balloons may not be given out inside the building but may be authorized for permanent attachment for authorized displays – See Event Services Department.
3. **Adhesive-backed decals and stickers may not be distributed anywhere on the premises.**
4. **"Glitter" and confetti may not be used in carpeted areas of the building.**
5. Planters, furniture and other building equipment may not be removed or repositioned. GWCC personnel shall handle any movement of furniture for event purposes.
6. Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas of the building.
7. Carpet runners; show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Contact Event Services Department for specification of approved tapes to use when installing carpet. Double-faced tape and heat tape are prohibited for direct application to permanent carpet.
8. Tape removal from exhibit hall floor is the responsibility of the licensee and their service contractor(s).
9. Food and beverages are not permitted in any Auditorium of the GWCC.

GENERAL OPERATING POLICIES AND PROCEDURES

Safety

1. Safety of occupants of the Center is of primary concern. Any unsafe condition or activity should be immediately reported to GWCC Security (x4911 on Red House Phone) and supervisory personnel of the responsible party for corrective measures.
2. Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas; exhibit halls, services corridors, marshaling yards, etc.
Within these areas and throughout the premises, the following guidelines will be strictly enforced:
 - a. Absolutely no drinking of alcoholic beverages.
 - b. No horseplay, practical jokes, etc.
 - c. Possession or use of an illegal or controlled substance of any kind is prohibited.
 - d. No speeding (over 5 mph) or reckless use of vehicles and equipment.
 - e. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the building. No refueling activity of any kind permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
- f. Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.
- g. Utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
- h. Oil spills; loose or missing floor box covers or any other visible safety hazard shall immediately be reported to GWCC Security (x4911 on Red House Phone).
- i. Work activities in galleria areas on upper levels require additional supervision to ensure safety for attendees to other events.
3. Basic Fire Code Regulations:
 - a. The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.
 - b. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
 - c. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.
 - d. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.
 - e. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.
 - f. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by GWCC Event Services and the Fire Marshall for the State of Georgia. All request must be submitted in writing and include appropriate and required documentation.
4. Special Conditions
Use of lasers and x-ray equipment, is subject to review and approval by the Georgia Department of Human Resources-Radiological Division. Contact Event Services for specific information on submission requirements for this approval.
5. Passenger elevators and escalators may not be used for freight, including hand trucks, floats and similar equipment.

Food Service

Levy Restaurants is the exclusive caterer for all food and beverage services on the premises. No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking decks, truck docks and drives constituting the "premises". Contact Levy Restaurants (404-223 4500) for food and beverage requests.