

FreemanBostonES@freemanco.com

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high white and burgundy back drape, 3' high burgundy side dividers, one (1) waste basket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted; however the aisles will be carpeted in **blue**. Note: Carpet or some type of floor covering is required and mandatory for each booth. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by Thursday, May 1, 2014.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ 8:00 AM - 5:00 PM Thursday May 22 All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.

EXHIBIT HOURS

Friday	May 23	9:00 AM	-	5:00 PM
Saturday	May 24	9:00 AM	-	5:00 PM
Sunday	May 25	9:00 AM	-	12:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ Sunday May 25 12:00 PM - 4:00 PM

All labor services performed will be on double time. All outbound material handling services performed will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 4:00 PM on Sunday, May 25.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 2:00 PM on Sunday, May 25. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the next page.

VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

POST SHOW PAPERWORK AND LABELS

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

257030

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

275 Bodwell Street Avon, MA 02322 Phone: 508-894-5100 • Fax: 469-621-5608

FREEMAN TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by <u>Thursday, May 1, 2014</u>. 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.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

AAPD 2014 ANNUAL SESSION Exhibiting Company Name Booth #_____ C/O Freeman 25 Doherty Ave Avon, MA 02322 PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning **Thursday**, **April 17**, **2014** at the above address. Materials arriving after **Thursday**, **May 15**, **2014** will be received at the warehouse with an additional after deadline charge. PLEASE NOTE: The warehouse will be closed on Friday, **April 18**, **2014** in observance of Good Friday and on Monday, April 21, 2014 in observance of Patriot's Day. Shipments will not be accepted on this date.

Show site shipping address:

AAPD 2014 ANNUAL SESSION Exhibiting Company Name Booth #_____ C/O Freeman Hynes Convention Center 900 Boylston Street Cambria Street Entrance

Freeman will receive shipments at the exhibit facility beginning at **8:00AM** on **Thursday**, **May 22**, **2014**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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.

LABOR INFORMATION

Boston, MA 02115

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 508-894-5100.

WE APPRECIATE YOUR BUSINESS

FREEMAN GENERAL INFORMATION

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area. Please see the enclosed directions.

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 508-894-5100 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 the deadline date listed on each form.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to <u>www.freemanco.</u> <u>com/preshowFAQ.</u>

For more information and helpful hints on postshow procedures and move-out, please go to <u>www.freemanco.</u> <u>com/postshowFAQ</u>.

Call Freeman's Exhibitor Services department at 508-894-5100 with any questions or needs you may have.

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Avon, MA 02322 Ph: 508-894-5100 • Fax: 469-621-5608 FreemanBostonES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MAY 1, 2014

INCLUDE THIS FORM WITH YOUR ORDER

NAME OF SHOW		014 ANNUA	L SESSIOI	N / MAY 23	- 25, 2014		
COMPANY NAME	:				BOO	TH#:	
ADDRESS:					BOO	TH SIZE	Х
CITY/STATE/ZIP:					CUST	FOMER #	
PHONE #:		EXT.	:	FAX #:			
SIGNATURE:				PRINT NAME:			
CONTACT'S E-M	AIL						
-MAIL FOR INV	OICE				CHECK IF	YOU ARE A NEW	FREEMAN CUSTOME
voices will be s	ent by e-mail; plea	ase provide the e-ı	nail address of th	e person who rec	onciles your invoi	ces if different t	than contact's emai
COMPANY Please make must be in U bank. ("US. Canadian che Please refere CREDIT/DE For your cor charge your orders, and a of show site charges ma charges whicl Exhibitor, incl Please comp	CHECK e check payabl J.S. funds draw FUNDS" MUS ecks.) ence 257030 or BIT CARD avenience, we credit/debit car any additional a orders placed b y include all F h Freeman may luding without lin	e to: Freeman n on a U.S. or T BE PRE-PR n your remittan will use this aut d account for y amounts incurre y your represent reeman compa be obligated to pa hitation, any ship tion requested b	Ce. Canadian INTED on Ce. Ce. Cour advance d as a result rative. These nies, or any ay on behalf of ping charges. elow:	Wire Transfer ABA#: 0260095 International Wire Swift Code: BOF ACH Direct Depo ABA# 111000012 Please referenc properly credit y Note: Customer	Bank of America 93 ACCT #12520 e Transfer FAUS3N ACCT # 2 ACCT #125203 e Name of Sho your account. s are responsible	039192 Freem #1252039192 89192 Freema w & Booth No <u>e for any bank</u>	nan Freeman an umber so we ca <u>k processing fees</u>
ccount No.:					Exp. Date:		
ardholder Nan	ne (Print):			Sig	nature:		
ardholder Billir	ng Address:						
ity/State/Zip:							
			ENTER TO	TALS HERE			
FURNISHINGS &	CARPET	RENTAL EXHIBITS	INSTALLATION	DISMANTLE	ELECTRICAL		
ACCESSORIES	1	& ACCESSORIES	LABOR	LABOR	LABOR		
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	TOTALFLEX	EXHIBIT TRANSPORTATION	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: <u>www.freemanco.com/store.</u>

• 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/?257030

F R E E M A N 275 Bodwell St Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com

AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014

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	DATE
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
- □ MATERIAL HANDLING/IN & OUT

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 add	Iress of the person	who reconciles your invoices if different than contact's e-mail.
THIRD PARTY CREDIT/DI	EBIT CARD AU	THORIZATI	N
AMERICAN EXPRESS	MASTERCARD		FREEMAN NOW ACCEPTS DEBIT CARDS
ACCOUNT NO:			EXP. DATE:
CARDHOLDER NAME (PLEASE PRINT):			CARD TYPE:
AUTHORIZED SIGNATURE:			
CARDHOLDER BILLING ADDRESS:			
CITY/STATE/ZIP:			



Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE

MAY 01, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts.

Part #	Description	Online Price	Discount Price	Standard Price	Total	Qty	Part #	Description	Online Price	Discount Price	Standard Price	
	CHAIRS Pages 1 &							TABLES Page 5	S			
N71092	Diva Counter Stool	269.80	296.80	377.70		Pedes	tal Table	s - SoHo Series				
N71091	Diva Chair	239.75	263.75	335.65			N72066	Black-top Mini 18"W x 18"H	168.25	185.10	235.55	
_ N710102	Santana Chair	239.75	263.75	335.65				Black-top Cafe 24"W x 30"H	209.80	230.80	293.70	
_ N710144	Diplomat Chair	269.80	296.80	377.70				Black-top Bistro 24"W x 42"H	209.80	230.80	293.70	
N71038	Cherry Barrel Chair	280.45	308.50	392.65				Black-top Café Table 36"x30".	209.80	230.80	293.70	
	□ Cranberry □ Taupe						N72068	Black-top Bistro 36"W x 42"H	209.80	230.80	293.70	
N71048	Gray Gaslift Stool w/Arms .	408.05	448.85	571.25		Pedes	tal Table	s - Chelsea Series - Butcher B	lock Tor			-
	Gray Gaslift Stool	359.30	395.25	503.00							000 70	-
N71046	Gray Gaslift Chair w/Arms	359.30	395.25	503.00				Café Table 30"W x 30"H	209.80		293.70	-
N71045	Gray Gaslift Chair	282.75	311.05	395.85				Café Table 36"W x 30"H	209.80		293.70	-
N71044	Executive Chair	380.65	418.70	532.90		II——		Bistro Table 30"W x 42"H	209.80		293.70	-
N71089	Black Diamond Side Chair	134.50	147.95	188.30			N720164	Bistro Table 36"W x 42"H	209.80	230.80	293.70	_
N71090	Black Diamond Arm Chair	191.75	210.95	268.45				OFFICE FUR	NITURE	Ξ		
	CHAIR							Page 6				
	Page 3							Milano Table/Blonde Top	535.35	588.90	749.50	_
N71088	Black Diamond Stool	234.15	257.55	327.80				Milano Table/Black Top	535.35		749.50	
_ C210108	Limerick® Chair	106.65	117.30	149.30				Luna Table/Black Top	653.90		915.45	
	by Herman Miller							Hemingway Writing Table	478.25		669.55	_
C210112	Casey Padded Stool	138 40	152 25	193 75		I	N74061	Cherry Desk 5'	500.65		700.90	_
_ 0210112	□ Black □ Gray	100110	102.20				N74065	Cherry Bookcase	500.65		700.90	
							N74064	Cherry Credenza	359.30		503.00	-
	LOUNGE SE	ATING	1				N74071	Oak Desk 5'	500.65		700.90	-
N73091	Signature Loveseat	1,220.85	1,342.95	1,709.20				Oak Bookcase	500.65		700.90	-
	Signature Chair		605.55				N74074	Oak Credenza	359.30	395.25	503.00	-
	TABLE	c		_				DISPLAY FUR Page 7	NITUR	E		
	Page 4											
N72026	Cherry Cocktail Table	202.10	222.30	282.95				Display Counter	254.95		356.95	_
N72027	Cherry End Table	159.25	175.20	222.95				Orion Computer Kiosk	392.70		549.80	-
N72015	Glass Conference Table	501.05	551.15	701.45			N75030	Black Display Cube/Small	254.30		356.00	-
	Black	Chrome					N75031	Black Display Cube/Medium	272.30		381.20	-
	TABLE	s				l —	N75032	Black Display Cube/Large	308.85	339.75	432.40	_
	Page 5					Displ	av Cylind	ors				-
N72028	Metro Slate Cocktail Table	109.25	120.20	152.95			ay Cylind N75020		217.95	239.75	305.15	-
N72029	Metro Slate End Table	109.25	120.20	152.95			N75020				305.15 <u> </u>	-
C11510	3 Studio Black Cocktail Table.	116.00	127.60	162.40			N75021			239.75		-
C11510	4 Studio Black End Table	116.00	127.60	162.40				Elast Bioplay Oyindon Ly				_

Remember to select a color for items

ordering at <u>www.freemanco.com/store</u> before MAY 01, 2014

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Take advantage of the Online price

with checkboxes. A color will be selected for you if not indicated.

AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014

NAME OF SHOW:

COMPANY NAME:

CONTACT NAME :

BOOTH::

BOOTH SIZE:

Х

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts.

Part #	Description	Online Price	Discount Price	Standard Price	Total	Qty	Part #	Description	Online I Price		iscount Price
	DISPLAY FUR Page 7 & 8 (cor	NITUR						ACCESSOF Pages 9 & 1	RIES		
ped Table	s - Tables are 24" wide □ Blue □ Burgundy □ Da	rk Green	□ Elax			1	C220121	Chrome Stanchion w/belt	99.40	109.	35
	□ Gray □ Plum □ Red						C220118	Chrome Sign Holder	188.35	207.2	
C130330	Draped Table 3'L x 30"H	N/A	N/A	N/A		11	N750135	Round Literature Rack	230.05	253.0	5
C130430		197.80	217.60	276.90			N750136	Flat Literature Rack	203.35	223.7	0
C130630		247.20	271.90	346.10		∥	C220109	Chrome Coat Tree	68.30	75.1	5
C130830	•	275.45	303.00	- 385.65		∥	C220134	Chrome Easel	57.80	63.6	30
C124046		44.55	49.00	62.35		∥	C220110	Chrome Bag Rack	150.05	165.0)5
C124048	1	44.55	49.00	62.35		∥	N75053	Black Trash Receptacle	109.25	120.2	20
C130342	1	N/A	N/A	-		∥	N75054	Aluminum Trash Receptacle	109.25	120.2	20
C130442		250.35	275.40	350.50		∥	220107	Wastebasket	22.50	24.7	75
C130642	•	297.50	327.25	416.50		∥ —	220106	Corrugated Wastebasket	22.50	24.	75
C130842	2 Draped Counter 8'L x 42"H.	327.45	360.20	458.45		∥ —	N75057	Small Refrigerator	472.20	519.4	10
C124046	4 4th Side Drape 6'L x 42"H	62.20	68.40	87.10		∥ —	N75052	Black Table Lamp	172.25	189.5	50
C124048	4 4th Side Drape 8'L x 42"H	62.20	68.40	87.10		∥	N74082	File Cabinet/2 Drawer	217.95	239.7	75
						1 —	N74081	File Cabinet/4 Drawer	282.75	311.0)5
raped Ta	bles - Tables are 24" wide						10201484	Bulletin Board	304.35	334.8	0
C131330	Undraped Table 3'L x 30"H	N/A	N/A	N/A							
C131430	Undraped Table 4'L x 30"H	83.45	91.80	116.85		Spec	ial Drape				
C131630	Undraped Table 6'L x 30"H	102.45	112.70	143.45] Blue 🔲 Burgundy 🔲 Da			
C131830	Undraped Table 8'L x 30"H	128.60	141.45	180.05			Gold	I Gray 🔲 Plum 🔲 Red	Teal		nii
C131342	2 Undraped Counter 3'Lx42"H	N/A	N/A	N/A			12103	Special Drape 3'H (per ft.)	19.95	21.9	95
C131442	I.	113.40	124.75	158.75 _			12108	Special Drape 8'H (per ft.)	27.60	30.3	35
C131642	2 Undraped Counter 6'Lx42"H	132.30	145.55	185.20							
C131842	2 Undraped Counter 8'Lx42"H	160.10	176.10	224.15							
e Top Ri	sers										
C150410	Single Step Riser 4'L x 7"H	58.85	64.75	82.40							
C150610	Single Step Riser 6'L x 7"H	64.05	70.45	89.65							
C150810) Single Step Riser 8'L x 7"H	N/A	N/A	N/A							
C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A							
C150614	o .	N/A	N/A	N/A							
C150814	o .	N/A	N/A	N/A							
C150400	Double Step Discr 41	86 60	05.25	101 05							
C150420	•	86.60		121.25							
C150620 C150820	•	96.05 N/A	105.65 N/A	134.45 _ N/A _							

Sub-Total

6.25 % Tax

Total Cost

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE

MAY 01, 2014

	508) 894 Freemar	·5100 Fax: (469) 621-5608 BostonES@freemanco.com			UDE THE FREEMA /IENT FORM WITH	
	OF SHOW:	AAPD 2014 ANNUAL SES	SION / MAY 23 - 2	5, 2014		
СОМРА	NY NAME:		В	OOTH #:	BOOTH SIZE:	Х
CONTA	CT NAME :		HONE #:			
-MAII	ADDRESS	•				
		blease call (508) 894-5100 to speak	with one of our exper	ts.		
		For fast, easy	v ordering, go to www	.freemanco.com	/store	
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
			SEATING			
Lisbon	Group - B	lack Leather				
	81011	Chair		620.45	789.65	
	8303	Loveseat		833.90	1,061.35	
	8302	Sofa		926.00	1,178.50	
lewpor	 t Group -Ch	arcoal Leather			·	
•	8308	Loveseat		843.75	1,073.85	
	8109	Armless Chair		479.55	610.35	
	81010	Corner Chair		559.85	712.55	
outh B	each Group	- Platinum Suede				
	8301	Sofa	738.65	812.50	1,034.10	
	8151	Ottoman		354.30	450.95	
ley Wes	st Group - B	lack Fabric				
-	8307	Loveseat		732.15	931.85	
	8306	Sofa		805.20	1,024.80	
	8103	Tub Chair		509.05	647.85	
llegro	Group - Blu	e Fabric				
	81019	Chair		522.40	664.85	
	83015	Sofa		833.75	1,061.15	
<i>larra</i> ke	sh Group -	Beige Fabric				
	810808	Chair		546.45	695.45	
	83062	Sofa		768.80	978.45	
/lemphi	s Group - B	lack Fabric				
	810812	Chair		560.60	713.50	
	83064	Sofa (compact)		781.35	994.40	
loma G	roup - Whit	e Vinyl				
	81020	Chair		584.10	743.40	
	83016	Sofa		905.25	1,152.15	
			CASUAL SEATING	i		
ottomar	IS					
	8154	Square - Black Leather		391.50	498.25	
	8152	Square - White Leather		391.50	498.25	
	8155	Bench - Black Leather		487.50	620.50	
	8153	Bench - White Leather		487.50	620.50	
	81513	Half Round - Black Leather		509.05	647.85	
	81514	Half Round - White Leather	462.75	509.05	647.85	
ttomar	IS					
	81518	Vibe - Blue Vinyl		146.70	186.70	
	81520	Vibe - Pink Vinyl		146.70	186.70	
	81519	Vibe - Red Vinyl		146.70	186.70	
	81517	Vibe - Yellow Vinyl		146.70	186.70	
	81525	Vibe - OrangeVinyl		146.70	186.70	
	81511	Leather Cube - White Leather		140.90	179.35	
	81512	Leather Cube - Black Leather		140.90	179.35	
	81526	Edge LED Cube		261.20	332.45	

by ordering at <u>www.freemanco.com/store</u> Take advantage of the Online price before MAY 01, 2014

01/14 (257030) 5244

RE

(508) 894-5100

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275 Bodwell St

Avon, MA 02322

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Fax: (469) 621-5608

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PANY NAMI	Ξ:	E	300TH #:	BOOTH SIZE:	Х
ACT NAME	: :	F	PHONE #:		
L ADDRES	S :				
	please call (508) 894-5100 to speak with o	ne of our exper	ts.		
	For fast, easy orderi	ing, go to wwv	v.freemanco.com/	store	
Part #	Description	Online Price	Discount Price	Standard Price	Total
	CASUAL SE	ATING (cont	inued)		
ional Chairs	3				
8101	T-vac Chair - Translucent/Chrome	361.25	397.40	505.75	
81081	9 Globus Occasional Chair - White Vinyl/Chrome	436.15	479.75	610.60	
8102	Madrid Chair - Black Leather	923.60	1,015.95	1,293.05	
	6 Madrid Chair - White Leather	917.35	1,009.10	1,284.30	
81017		222.55	244.80	311.55	
	4 ICE Side Chair - Transparent/Chrome	242.70	266.95	339.80	
81090		218.95	240.85	306.55	
	7 ISO Mesh Pull-up Chair - Black Vinyl/Black Steel	350.65	385.70	490.90	
	Berlin Stack Chair - White & Red Plastic/Chrome Borlin Stack Chair - White & Black Plastic/Chrome	126.25	138.90	176.75	
	Berlin Stack Chair - White & Black Plastic/Chrome Jetson Chair - Black Vinyl/Black Steel	126.25 218.95	138.90 240.85	176.75	
	2 Jetson Chair - Black Vinyl/Black Steel			306.55	
	5 Meeting Chair (Espresso) 6 Meeting Chair (Taupe)	252.00 330.15	277.20 363.15	352.80	
	7 Razor Armless Chair	133.25	363.15 146.60	462.20 <u> </u>	
	8 Fusion Chair Black/White	173.75	191.15	243.25	
rence Chairs		113.13	131.13		
	s 7 Luxor Executive Chair - Black Leather	489.35	538.30	685.10	
81075		361.25	397.40	505.75	
81018	,	181.55	199.70	254.15	
	Altura Conference/Guest Chair - Black Fabric/Black				
81063	Steel	370.20	407.20	518.30	
81081	3 Perth Highback Chair - Black Leather/Chrome	509.65	560.60	713.50	
81073	Altura Junior Executive Chair - Black Fabric	407.50	448.25	570.50	
Bar Stools				_	
8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	1,601.70	1,761.85	2,242.40	
81010	0 Ohio Barstool - Grey Fabric/Chrome	201.20	221.30	281.70	
81010	1 Ohio Barstool - Red Fabric/Chrome	201.20	221.30	281.70	
81010	2 Ohio Barstool - Black Fabric/Chrome	201.20	221.30	281.70	
81020	2 Shark Swivel Barstool - White Plastic/Chrome	318.15	349.95	445.40	
81010	3 Banana Barstool - White Vinyl/Chrome	220.70	242.75	309.00	
81010	4 Banana Barstool - Black Vinyl/Chrome	220.70	242.75	309.00	
81081	5 ICE Barstool - Transparent/Chrome	258.90	284.80	362.45	
81050	5 Gin Barstool - Maple Wood/Chrome	194.05	213.45	271.65	
81070	6 Jetson Barstool - Black Vinyl/Black Steel	304.25	334.70	425.95	
81020	0 Oslo Barstool - Blue Plastic/Chrome	277.65	305.40	388.70	
81020	1 Oslo Barstool - White Plastic/Chrome	277.65	305.40	388.70 -	
81083	4 Zoey Barstool	359.10	395.00	502.75	
ional End 8	Cocktail Tables				
82015	Silverado End Table - Tempered Glass/Painted	295.45	325.00	413.65	
	Steel				
82014	Silverado Table - Tempered Glass/Painted Steel	314.90	346.40	440.85	
82025	Geo End Table - Glass/Black Steel	267.05	293.75	373.85	
82035		267.05	293.75	373.85	
82024		295.45	325.00	413.65	
82034	Geo Table - Glass/Chrome	295.45	325.00	413.65	
82023	Inspiration End Table - Tempered Glass/Painted	341.75	375.95	478.45	
	Steel			_	

01/14 (257030) 5244

Page 2 of 3

<u>MPAN</u> Y	NAME:		B	BOOTH #:	BOOTH SIZE:	Х
NTACT	NAME :		F	HONE #:		
	DRESS	·				
		please call (508) 894-5100 to speak with or	ne of our exper	ts.		
		For fast, easy orderi	ng, go to www	v.freemanco.com/	store	
y I	Part #	Description	Online Price	Discount Price	Standard Price	Total
		TABLES, L	IGHTING & M	IORE		
asional	End & C	Cocktail Tables				
	82054	Sydney End Table - Black Laminate/Brushed Steel	275.05	302.55	385.05	
	82055	Sydney End Table - White Laminate/Brushed Steel	275.05	302.55	385.05	
	82052	Sydney Table - Black Laminate/Brushed Steel	331.70	364.85	464.40	
	82053	Sydney Table - White Laminate/Brushed Steel	331.70	364.85	464.40	
	82056	Candy Table	205.65	226.20	287.90	
	82057	Edge LED Lighted Table	237.45	261.20	332.45	
ference	Tables					
	82060	Nova White Oval Table - White Laminate/Chrome	545.00	599.50	763.00	
	82033	Manhattan Table - Glass/Black Steel	352.35	387.60	493.30	
	82041	Geo Conference Table - Glass/Black Steel	434.30	477.75	608.00	
	82051	Geo Conference Table - Glass/Chrome	434.30	477.75	608.00	
	82058	Communal Table 30"H (Maple with Grommets)	479.55	527.50	671.35	
	82059	Communal Table 42"H (Maple with Grommets)	511.50	562.65	716.10	
	82067	Communal Table 30"H Maple	479.55	527.50	671.35	
	82068	Communal Table 42"H Maple	511.50	562.65	716.10	
	82063	Communal Table 30"H White	479.55	527.50	671.35	
	82066	Communal Table 42"H White	511.50	562.65	716.10	
luct Dis	splay					
	850604	Etagere - Black	366.60	403.25	513.25	
	850605	Etagere -Pewter	366.60	403.25	513.25	
	85078	Locking Door Pedestal - Black Laminate	544.65	599.10	762.50	
igerato						
	8503001	Refrigerator - White	914.70	1,006.15	1,280.60	
ting						
	850707	Mason Table Lamp - White/Brushed Silver	149.70	164.65	209.60	
	850708	Mason Floor Lamp - White/Brushed Silver	219.85	241.85	307.80	

		TOTAL COST	
	+	=	
Sub-Total		6.25% Tax	Total Cost

F R E E M A N 275 Bodwell St

Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com ONLINE PRICE DISCOUNT PRICE DEADLINE DATE MAY 01, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

COMPANY NAME:										
			BOOTH #:			BOOT	H SIZE	:	Х	
CONTACT NAME :			PHONE #:							
E-MAIL ADDRESS :										
	ase call (508) 894-5100 to s									
	nples or a quote on order								-	
 Prestige and (No MATERIA removal from 	ed after the deadline or w Custom Cut Classic Carp L HANDLING charges a your booth space.	et are subject to a pply. Rental price	100% Cancel s are for the d	lation C uration	harge				-	-
All Classic and	d Prestige carpets contair	•							-	
DDES	For TIGE CARPET - includ	fast, easy ordering						d ron	noval**	
	nteed new, high quality	carpet available	in a variety o	f desig	ner co	olors.		uren	lovai	
		HOOSE YOUR C				-	_			
	Black		Gray Pear		Na [·]	•	⊔ V scount	Vhite S	standard	
40 oz. Carpet Ren					Price		Price		Price	Total
1 - 700 sq. ft.	Booth Size: X	=	sq. ft. @	\$	5.90	\$	6.50	\$	8.25	
701 - 1200 sq. ft.	Booth Size: X	=	sq. ft. @	\$	5.45	\$	6.00	\$	7.65	
	СН	OOSE YOUR CA	ARPET COLO	DR - 28	3 oz. (Carpe	-			
	Black	Cardinal	Charcoal	Ľ	Cre	am		Gray	Pearl	
	Navy	Toast	U Wedgewo	boc	Wh	ite				
28 oz. Carpet Rei	ntal - Price per sq. ft. (10	0 sq. ft. minimum))nline	D	scount	s	tandard Price	Total
1 - 700 sq. ft.		=	sq. ft. @		Price 4.95	\$	Price 5.45	\$	6.95	
701 - 1200 sq. ft.	Booth Size: ×		_	\$	4.20	\$	4.60	•	5.90	
701 - 1200 Sq. It.	booth Size ^	=	_ sq. ii. @	φ	4.20	φ	4.00	φ	5.90	
• Our Cu	OM CUT CLASSIC CA stom Cut Classic Carpe	ting is available i CHOOSE YOU	n custom cut	sizes,	and i	n a va	riety o	f sta	ndard o	olors.
	a 🗌 Blue 🗌 Gray 🗌 G	Green 🗌 Latte 🗌	-			Red	🗌 Re	d Pej	oper 🗌	Tuxedo
Rental - Price per s	square foot (100 sq. ft. mini	Green 🗌 Latte 🗌	-	Plu 🗌	ım 🗌 Online		iscount		standard	
Rental - Price per s	square foot (100 sq. ft. mini <u>ntal</u>	Green 🗌 Latte 🗌 mum)	Midnight Blue	Plu 🗌	IM Dnline Price	C	iscount Price	S	tandard Price	Tuxedo Total
Rental - Price per s 16 oz. Carpet Ren Per sq. ft.	square foot (100 sq. ft. mini ntal Booth Size: X	Green Latte mum) =	Midnight Blue	Plu ¢	IM Donline Price 3.65	\$	iscount Price 4.00	S	standard	
Rental - Price per s 16 oz. Carpet Ren Per sq. ft. CLAS	square foot (100 sq. ft. mini n <u>tal</u> Booth Size: X SIC CARPET - include	Green Latte mum) = s delivery, material	Midnight Blue sq. ft. @ handling, insta	Plu Plu \$	Im Donline Price 3.65	٦ \$ moval**	Price 4.00	\$	tandard Price 5.10	Total
Rental - Price per s 16 oz. Carpet Ren Per sq. ft. CLAS	square foot (100 sq. ft. mini ntal Booth Size: X	Green Latte mum) =s delivery, material available in a va	Midnight Blue sq. ft. @ handling, insta	Plu Plu \$ Illation a	Im Donline Price 3.65 and rer	٦ \$ moval**	Price 4.00	\$	tandard Price 5.10	Total
Rental - Price per s <u>16 oz. Carpet Ren</u> Per sq. ft. CLASS • Our 16	square foot (100 sq. ft. mini ntal Booth Size: X SIC CARPET - include oz. Classic Carpeting is	Green Latte mum) = = s delivery, material available in a va CHOOSE YOU	Midnight Blue sq. ft. @ handling, insta riety of stand IR CARPET	Plu Plu \$ Illation a lard co COLO	Im Donline Price 3.65 and ren Iors in R:	s * * * *	Price 4.00	\$ ng si	Standard Price 5.10 tandard	Total sizes.
Rental - Price per s 16 oz. Carpet Ren Per sq. ft. CLASS • Our 16 Black	square foot (100 sq. ft. mini ntal Booth Size: X SIC CARPET - include oz. Classic Carpeting is Blue Gray G	Green Latte mum) = = s delivery, material available in a va CHOOSE YOU	Midnight Blue sq. ft. @ handling, insta riety of stand IR CARPET	Plu Plu \$ Illation a lard co COLO	Im Donline Price 3.65 and ren lors in R: Im D	E \$ moval*" n the f Red Discor	A.00	\$ ng si d Pej Stand	tandard Price 5.10 tandard	Total sizes. Tuxedo
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Rental - Price per se 16 oz. Carpet Ren Per sq. ft. CLASS • Our 16 Black Qty 99 99 99 09 CARP • Price is Qty Ca Ca Pla Our carpet pa manufacturer	square foot (100 sq. ft. mininition ntal Booth Size: SIC CARPET - include oz. Classic Carpeting is a: Blue Gray Collassic Carpeting a: Classic Carpet a: a: a: a: a: a: a: a: a: b: a: b: b: c: c: c: c: c: c: b: c:	Green Latte mum) s delivery, material available in a va CHOOSE YOU Green Latte LASTIC COVE 00 sq. ft.)	A Midnight Blue sq. ft. @ handling, insta riety of stand IR CARPET (Midnight Blue \$ S S S RING - includ \$ S S S S S S S S S S S S S S S S S S	☐ Plu \$ Illation a lard co COLOI ☐ Plu Onlin Price 301. ⁻ 602. ⁻ 903. ⁴ 1,204. ¹ (es deliv Onlin Price 1,204. ¹ 1,204. ¹	Im Im Online Price 3.65 and rer Iors in R: Iors in Im R: Im IS \$ IS \$ IS \$ IS \$ IS \$ IO \$ Very, m 10 IO \$ Work recycled color	\$ moval* n the f Discou- Price 331. 662. 993. 1.325. Disco Pric 1.3 1.325. 1.3 2. 1.3 2. 2. 2. 2. 2. 2. 2. 2. 3. 3. 1. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3.	iscount Price 4.00 clowin □ Re unt 25 \$ 55 \$ 80 \$ 1 bandlin unt 85 \$ 55 \$ accord	s s ng si d Pe Stann Pri 421 843 .264 .686 ng, in Stann Pri 2 1 1	itandard Price 5.10 tandard pper dard ce 3.20	Total sizes. Tuxedo Total
Rental - Price per s 16 oz. Carpet Ren Per sq. ft. CLASS • Our 16 Black Qty 9' 9' 9' 9' 0' CARP • Price is Qty Ca Pla Our carpet pa	square foot (100 sq. ft. mininition ntal Booth Size: SIC CARPET - include oz. Classic Carpeting is a Blue Gray Correction x 10' Classic Carpet x 20' Classic Carpet x 30' Classic Carpet x 40' Classic Carpet Sper sq. ft. Description arpet Padding - 1/2" (90 - 70) astic Covering adding consists of 95 -100% ''s specifications. Our plast must be installed tallation. Utilities	Green Latte mum) s delivery, material available in a va CHOOSE YOU Green Latte LASTIC COVE 00 sq. ft.)	A Midnight Blue sq. ft. @ handling, insta riety of stand IR CARPET (Midnight Blue \$ S S S RING - includ \$ S S S S S S S S S S S S S S S S S S	□ Plu \$ Illation a lard co COLOI □ Plu Onlin Price 301. ⁻ 602. ⁻ 903.4 1,204. ⁻ I.204. ⁻ I.204. ⁻ Les deliv Price 1.7 1.4 1.2 Lso 100 % recy	Im Im Online Price 3.65 and rer Iors in R: Iors in Im R: Im IS \$ IS \$ IS \$ IS \$ IS \$ IO \$ Very, m 10 IO \$ Work recycled color	\$ moval** n the f Discource 913.1. 662 993.1 1.325 price 1.325 Discource 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.325 1.1.	iscount Price 4.00 clowin □ Re unt 25 \$ 55 \$ 80 \$ 1 bandlin unt 85 \$ 55 \$ accord	s s ng si d Pe Stann Pri 421 843 .264 .686 ng, in Stann Pri 2 1 1	itandard Price 5.10 tandard pper dard ce 3.20	Total sizes. Tuxedo Total

R ЕЕМА 275 Bodwell Street Avon, MA 02322 Ph: 508-894-5100 • Fax: 469-621-5608 FreemanBostonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

DEADLINE DATE MAY 1, 2014

W NAME:	AAPD 2014 ANNUAI	_ SESSION / MA	Y 23 - 25, 20	014
---------	------------------	----------------	---------------	-----

SHOW NAME:	AAPD 2014 ANNUAL SESSION / MAY 23 - 2	25, 2014		
COMPANY NAME:		BOOTH#:		
CONTACT NAME:		PHONE #:		
SIGNATURE:		FAX#:		
*YOUR SIGN	ATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CON	DITIONS INCLUE	ED IN YOUR SE	RVICE MANUA
			Advance	Show Site
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday		\$154.05	200.25
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturda	ау	\$230.05	299.05
Double Time-	All Day Sunday and Holidays	-	\$276.15	359.00
•Superviso •Labor mus	er person/per hour r must check in at Service Desk to pick up labor st be canceled in writing, 24 hours in advance to avoid a one (1) Iude set up plan and special instructions with this order.	hour cancellatio	on fee per work	er
	for all 120V newer provided by the facility does not inclu	do the install	ation of cords	to chooifie d

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

*High voltage (208V and over), please contact the facility's electrical department.

CORD INSTALLATION LABOR

G Freeman Supervised Labor

• Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. A detailed floor plan must accompany this order.

Eme	ergency Contact:	Phone Number:
	Exhibitor Supervised Labor	Display Company Supervised Labor
Nan	ne of supervisor	Phone Number

•Start times cannot always be guaranteed.

•If no time is provided, labor will be available on a first-come, first serve basis only.

•Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.

•Carpet will not be installed until cords have been laid.

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
		x	=	@\$;	_= \$
		X	=	@\$;	_= \$
			Fre	eman Supervision	(30%/45.00)	= \$
				Tota	Installation	= \$

CORD DISMANTLE LABOR

• A one hour minimum labor charge will apply to pick up cords. •Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.		Hourly Rate		Estimated Total Cost		
	x	=	1	@\$		= \$		_	
			C	DRD	RENTAL				
		Description						Price	Quantity
25' Flat	Cord							\$25.00* _	
50' Flat	Cord							\$38.00*	
Tape to	cover cords							\$22.00/roll* _	
There wi	ll be a minimum c	harge of \$22.00 tr	o cover corde v	with tar		5	Subtotal		
	reas and multiple					*	+6.25% Mass	Тах	
-						1	Fotal Cost		

See Reverse Side For Additional Information And Conditions

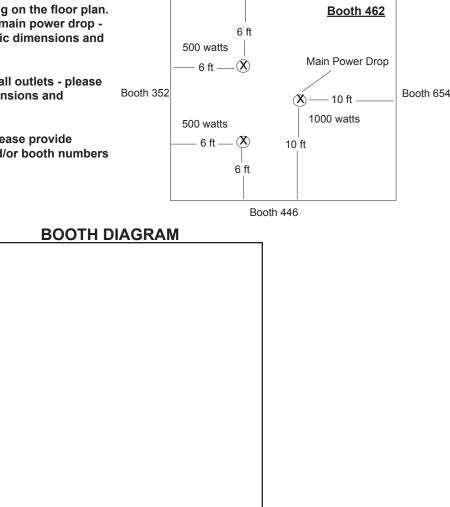
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, it officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

- 1. Location and load of main power drop please provide specific dimensions and wattages/amperages.
- 2. Location and load of all outlets please provide specific dimensions and wattages/amperages.
- 3. Booth orientation please provide surrounding aisle and/or booth numbers



FREEMAN

275 Bodwell St Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MAY 01, 2014

BOOTH SIZE:

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

Х

NAME OF SHOW:	AAPD 2014 ANNUAL	SESSION /	MAY 2	23 - 25,	2014
---------------	------------------	-----------	-------	----------	------

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts

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

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on page 2 of this form.

Masonite

Eco-Board

Plexi

Other

Use Your Judgment For Sign Layout

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.
		\$ 20.85 per sq. ft. d	liscount price
sq. ft.		x or =\$	
		\$ 29.20 per sq. ft. s	tandard 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.

The product offered has recycled content or has ecofriendly attributes and is 100% recyclable according to

Horizontal

File In	formatio	n:			
Ele	ectronic Fi	ile Na	me		

Application PMS Colors

PVC

Vertical

Backing Material:

Gatorfoam

Ultra-Board

the manufacturer's specifications.

STANDAR	RD SIZES			
CHOOSE YO	DUR SIZE: <u>QTY.</u>	Discount <u>Price</u>	Standard Price	TOTAL
7" x 11"	@	50.40	70.55 =	=
7" x 22"	@	52.05	72.85 =	=
7" x 44"	@	64.30	90.00 =	=
9" x 44"	@	83.40	116.75 =	=
11" x 14"	@	50.40	70.55 =	=
14" x 22"	@	62.60	87.65 =	=
14" x 44"	@	130.35	182.50 =	=
22" x 28"	@	130.35	182.50 =	=
28" x 44"	@	191.10	267.55 =	=
20" x 60"	@	N/A	N/A =	=

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical	Horizontal	Use Your Judgment For Sign Layout	
Background Color:			
	TOTAL CO	DST	
Sub-Total	•6.25 % Tax	Total Cost	—

Special Instructions

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 email. 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 (508) 894-5100 for assistance.

F R E E M A N

Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com

DISCOUNT PRICE DEADLINE DATE

MAY 01, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

BOOTH SIZE:

Х

NAME OF SHOW: AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014

COMPANY NAME:

CONTACT NAME :

BOOTH #: PHONE #:

E-MAIL ADDRESS :

07/13 (257030) 5244

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

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

RENTAL EXHI	BITS	i -								
			Discount Price	Standard Price			1	Discount	Standard	
Package 1		10' x 10'	2,646.90	3,705.65		10' x 2	20'	Price 4,050.50	Price 5,670.70)
Package 2		10' x 10'	1,641.00	2,297.40		10' x 2	20'	3,041.10		;
Package 3		10' x 10'	2,189.55	3,065.35		10' x 2	20'	3,596.65)
Package 4		10' x 10'	2,225.85	3,116.20		10' x 2	20'	4,561.60		5
Package 5		10' x 10'	2,333.45	3,266.85		10' x 2	20'	4,666.90		;
Package 6		10' x 10'	2,432.85	3,406.00		10' x 2	20'	3,836.45		5
CHOOSE YOUR	R PA	NEL								
Black Fabric		Blue	Fabric	Gray	Fabrio	;	🗌 Whi	e Hardwall	□Wh	ite Perfboard
CARPET										
Our Classic Carpet an Check color choice	nd nig	htly vacuuming	are included in t	the price of yo	our Re	ntal Exhi	ibit. The fol	lowing colors	are availabl	e:
Black		Blue		Gray				Green		Latte
Midnight Blue	;	🗌 Plum		Red]Red Peppe	ər	🗌 Tuxedo
Our carpet padding c Our plastic floor cover LIGHTING Each Rental Exhib Note: Power and lab Watts. Additional power m	erina c it incl or to h	contains up to 6 ludes 2 Arm L nang the lights	0% recvclable co ights (per 10' τ are included in o	ontent. unit).						
HEADER IDEN			-							
Indicate which color				vide variety o	f stanc	lard colo	ors available):		
Black		Blue	Brown]Burg	jundy	🗌 F	MS Color		
Red		Teal	White] Dark	Green	🗌 F	ont Type		
Indicate exactly how	/ you v	want your comp	pany name to app	pear:			*Unl	ess font type is	indicated, He	lvetica will be used.
ENHANCE YOU	JR E	XHIBIT								
Enhance your exhib	it and	I have an Exhib	itor Sales Specia	alist contact y	ou for	pricing b	y checking	any of the fo	llowing boxe	es:
Slatwall & Shel	ves		abinets & Cour	nters	🗆 S	pecialty	/ Colored	notai	_ ,	lable Graphics
Colored Panels	6		reating a Custo	m Exhibit	G	raphics	& Custon	n Logo 🍬	White	Eco-Board
The product offered attributes and is 100 speciifications.						Sub-T		TOTAL + 6.25 % Ta	_ = _	Total Cost



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DISCOUNT PRICE DEADLINE DATE MAY 01, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

COMPANY NAME:		BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :		PHONE #:		
E-MAIL ADDRESS :				
For Assistance, please call (508) 8		ne of our experts. , go to www.freemanco.cor	n/storo	
		S FOR RENTAL UNITS		
LIGHTS (use only on ren	tals) SHELVES	(use only on rentals)	CABINETS	;
GONDOLAS	RAI	DIUS CABINET	LITERATURE PO	CKETS
	1 (does	not have doors)		
Part # Description	Discount Standard Price Price Total	Qty Part # De	Discount scription Price	Standard Price To
LIGHT FIXTURES (electrical service & labor to install I			GONDOLAS	
172512 Arm Light 78.		Gondolas	Gray Fabric 🗌 Perfboard	White P
172514 4' Tracklight (3 lights) 308.			ided 1M x 4' High 325.95	—
17252 Halogen Light			Sided 1м x 4' High 434.60	
			ided 1M x 8' High 489.00	
CABINETS & LOCH	ks	174582 Double S	Sided 1M x 8' High 651.90	912.65
abinets				
Black Fabric Blue Fabric Grav F	abric I I white PVC		SHELVES	
Black Fabric		17201 1 _M Strai	SHELVES	109 25
17305 1м х ½м х 36" High 4	abric 17.90 585.05 17.90 585.05		ght (37" x12") 78.05	109.25 109.25
17305 1м х ½м х 36" High 4 17306 1м х ½м х 42" High 4	17.90 585.05 17.90 585.05	17206 1M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05	
17305 1м х ½м х 36" High 4	117.90 585.05 117.90 585.05 117.90 585.05 110.05 854.05	17206 1 _M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05 LITERATURE POCKETS	
17305 1 m x ½ m x 36" High	117.90 585.05 117.90 585.05 117.90 585.05 110.05 854.05	17206 1 _M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05 LITERATURE POCKETS	109.25
17305 1 m x ½ m x 36" High	117.90 585.05 117.90 585.05 510.05 854.05 510.05 854.05 551.90 912.65	17206 1 _M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05 LITERATURE POCKETS	109.25
17305 1m x ½m x 36" High	117.90 585.05 117.90 585.05 510.05 854.05 510.05 854.05 551.90 912.65 551.90 912.65	17206 1 _M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05 LITERATURE POCKETS	109.25
17305 1M x ½M x 36" High	117.90 585.05 117.90 585.05 510.05 854.05 510.05 854.05 551.90 912.65 551.90 912.65	17206 1 _M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05 LITERATURE POCKETS	109.25
17305 1M x ½M x 36" High	117.90 585.05 117.90 585.05 510.05 854.05 510.05 854.05 551.90 912.65 551.90 912.65 30ors) 24.50	17206 1 _M Angl	ght (37" x12") 78.05 ed (37" x 12") 78.05 LITERATURE POCKETS	109.25

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

FREEMAN

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DISCOUNT PRICE DEADLINE DATE MAY 01, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014 NAME OF SHOW: BOOTH #: BOOTH SIZE: Х COMPANY NAME CONTACT NAME PHONE #: E-MAIL ADDRESS For Assistance, please call (508) 894-5100 to speak with one of our experts. For fast, easy ordering, go to www.freemanco.com/store TABLE TOP UNIT Rental Units Include: Purchase Units Include: Draped Table (select color below) 1-Case Classic Carpet 9' X 10 '(select color below) One Time Installation & Dismantle 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) Header Identification Sign - (white with black text) Indicate copy below: RENTAL OTY TOTAL DiscountPrice Standard Price Size Black Grav Fabric Panel Colors for All Units: 40"H x 6'W 1 091 30 1 527 80 Additional Fabric Panel Colors for Purchase Units Only: 40"H x 8'W 1,266.75 1.773.45 PURCHASE* *Other Colors Also Available for Purchase Units Size Discount Price Standard Price 🍬 9' x 10' Classic Carpet: 📋 Black 🗌 Blue 🗌 Green 📋 Gray 40"H x 6'W 1,136.25 1.590.75 □ Latte □ Midnight Blue □ Plum □ Red □ Red Pepper □ Tuxedo 40"H x 8'W 1.287.75 1.802.85 Table Drape: Black Blue Burgundy Dark Green Flax Gold *Shipping Not Included □ Plum □ Red 🗌 Gray White Teal FLOOR UNIT Rental Units Include: Purchase Units Include: Classic Carpet 9' X 10' (select color below) 2-Cases Installation & Dismantle of Exhibit One Time Installation & Dismantle Material Handling of Exhibit 1-Podium - 8'H X 10'W unit only Nightly Vacuuming 1-Podium - 8'H X 10'W unit only 2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor RENTAL OTY τοται to hang lights) Size **Discount Price** Standard Price Header Identification Sign - (white with black text) Indicate copy below: 8'H x 8'W 1,790.55 2,506.75 2,986.20 8'H x 10'W 2.133.00 Black Fabric Panel Colors for All Units: Grav PURCHASE* Additional Fabric Panel Colors for Purchase Units Only Size Discount Price Standard Price □ Blaze Red □ Blueberrv Emerald ☐ Silver 8'H x 8'W 2,575.70 3,606.00 *Other Colors Also Available for Purchase Units 9' x 10' Classic Carpet: Black Blue Green Gray 8'H x 10'W 3.024.40 4.234.15 Latte Midnight Blue Plum Red Red Pepper Tuxedo *Shipping Not Included All Classic carpet contain recycled content and are recyclable. **CUSTOM GRAPHIC / PHOTO PANELS** Our custom graphic panels can dramatically enhance your exhibit's appearance. Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit. **OPTIONAL ACCESSORIES** RENTAL PURCHASE Part # Description Qty **Discount Price** Standard Price Total Qty Discount Price Standard Price Total 1715800 2-200 Watt Halogen Light Kit 220.70 309.00 283.80 397.30 1715801 1-200 Watt Halogen Light Kit

115.60 208.70 292.20 161.85 88.60 144.05 124.05 201.65

144.05

201.65

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

1715802

1715803

Straight Shelf

Angled Shelf

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.

124.05

QUICK TIPS

	PURCHASE UNITS TOTAL COST			RENT	AL UNITS TOTAL (COST
07/13 (257030) 5244	Sub-Total	+ <u>6.25% Tax</u> =	Total Cost	Sub-Total	-+ <u>6.25% Tax</u> =	Total Cost

88.60

UNION JURISDICTIONS BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman Decorating Company directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. *The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor.* Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide**, **full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide**, **full-time employees**. Please advise them not to bring outside labor of any kind.

TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

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275 Bodwell Street Avon, MA 02322 508-894-5100 • Fax: 469-621-5608 FreemanBostonES@freemanco.com

DEADLINE DATE MAY 1, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014

COMPANY NAME

___ BOOTH #:_____ PHONE #:

CONTACT NAME: ______

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$154.05	200.25
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$230.05	299.05
Double Time-	All Day Sunday and Holidays	\$276.15	359.00

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be
- cleared. <u>Please include setup plan/photo, special instructions & inbound shipping information with this order</u>. Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

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)

Superviso	r will be:				Phone	Numbe	er:		
Date	Start Time	No. of People		per Person	Total Hrs.		2		Estimated Total Cost
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<u> </u>		<u> </u>	х_			@\$.		_=\$	
				Fre	eman Supervis	ion (30	%/\$45.00)	= \$	
							Тах	= \$	(N/A)
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ĺ				DISMAN	LE LABOI	2			
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NAME OF SHOW:	APD 2014 ANNUAL	SESSION / MAY	23 - 25, 2014
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COMPANY NAME:

CONTACT NAME:

BOOTH#:

PHONE#:

FREEMAN SUPERVISED LABOR

<u>IN ORDER TO BETTER SERVE YOU</u> - 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 & S	ET UP INFOR	MATION
Freight will be shipped to	o Warehouse	Show Site	Date Shipp	ped
Setup Plan/Photo: Attac	ched	To Be Sent With Ext	nibit	In Crate No
Carpet: With Exhibit _	Ren	ted From Freeman	Color	Size
Electrical Placement:	-	lDrawir		Electrical Under Carpet
		Shipped Separately _		
Special Tools/Hardware	Required:			
 Ship to:		OUND SHIPPIN	IG INFORMAT	ION
METHOD OF SHIPMEN Freeman Exhibit T Common Carl Air Freight	Fransportation:	2nd Day	Deferred	Expedited
Other CommonOther Air Freight	ght:	nber):		
REIGHT CHARGES	Collect			
Collowing options:	a Freeman's ch			day, please select one of the

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

F RE E Μ Α N

275 Bodwell Street Avon, MA 02322

UNCRATING

UNSKIDDING

RE-SKIDDING

METHOD OF PAYMENT FORM MUST ACCOMPANY YOUR ORDER

	AAPD 2014 ANN	JAL SE	SSIO	N / MAY 2	3 - 25, 20	14		
COMPANY NAME					BOOT	`H #:		
CONTACT NAME:	TACT NAME: PHONE #:							
E-MAIL ADDRESS								
For Assistance, plea	ase call 508-894-5100 to s	•						
			0.0		nanonline.com			
Straight Time -	8:00 A.M. to 4:30 P.M. M				DLABOR			
Overtime -	4:30 P.M. to 8:00 A.M. M	londay thro			aturday			
Double Time- • Show S	All Day Sunday and Holi	,						
	ite price will apply to all e guaranteed only at start			e at show sh	le			
	ur minimum	na Daali ta	-	fauld:ft labou a				
	sor must check in at Servi cheduling dismantle labor,						o be returned	to your booth
 Rigging 	is used for forklift use with	nin your boo	oth spac	е				-
	' Years Day, Martin Luther K s Day, Veteran's Day, Thanl				iday, Patriot's	Day, Meı	norial Day, Inc	lependence Day
Part#	Description		,			A	dvance	Show Site
	- up to 5,000 lbs.						Price	Price
	& operator - ST						.\$383.45	\$498.50
	& operator - OT							\$695.95
504052 FORKIIT	& operator - DT						\$027.05	\$815.95
	4-STAGE - up to 5,000							
	Forklift & operator - ST Forklift & operator - OT							\$708.45 \$905.95
0	Forklift & operator - DT							\$1020.30
	heck here if you need a Sci	issorlift						
for booth								
	t - up to 10,000 lbs. & operator - ST						\$464 30	\$603.60
	& operator - OT							\$800.85
3040102 Forklift	& operator - DT						.\$708.60	\$921.20
RIGGING LABOR								
	ST						.\$154.05	\$200.25
00	OT							\$299.05
	DT							\$359.00
	DN - RIGGING							
Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
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		-						
				I				
Describe work to be done):						Sub-Total	
							6.25% Tax	N/A
	RIGGING						Total	
Part #	Description	Date	Start	# of Equip/	Approx Hrs	Total	Hourly	Estimated
	•		Time	Person	per Person	Hours	Rate	Total Cost
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				-	-		1	1
escribe work to be done							Sub-Total	
Describe work to be done):						Sub-Total 6.25% Tax	N/A

FKEEMAN rigging labor

Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.

HEADER / BOOTH WORK

OTHER

F R E E M A N 275 Bodwell Street

Avon, MA 02322 00 (460) 621-5608 **DISCOUNT PRICE DEADLINE DATE** MAY 1, 2014

Avon, MA 02322 508-894-5100 • Fax: (469) 621-5608 FreemanBostonES@freemanco.com							DE THE FRE NT FORM V		
		-		JAL SESS		Y 23 - 25	5, 2014		
COMPANY NA	ME					В	OOTH #:		
							HONE #:		
For Assistan	ce, please ca	all 508-8 <u>94</u> -	-5100 to spe	ak with one of	our experts.				
			For fast, ea	isy ordering, go	to www.freem	nanco.com/s	tore		
		HA	ANGING	SIGN LAE		•			
				nagement rules	TO HAN	G SIGNS	D LABOR R	ATES	
 All overh 	lead signs to b	e hung by F	reeman must	t be assembled, t 617-954-2345	Straight 8:00 A.M Overtim	1. to 4:30 P.	M., Monday thr	ough Friday	
	mbly of signs						M., Monday thr	ough Friday, /	All Day
 Set up assemblic 		must be p	rovided for	signs needing	Saturday Double All Day S		l Holidavs		
 Hanging 	anchor points	must be pre	-fabricated ar	nd ready for use.	Material	<u>s</u>			
directly t <u>Labels</u> deadline	o advance war This container	rehouse usir MUST arriv edures are r	ng the enclose the by the ware not followed, F	arate containers ed <u>Hanging Sign</u> house shipping Freeman cannot	• Standa after t	ent With ard prices he deadlin	will apply to a	l labor order	
SIGN DES	CRIPTIO	N. SIZE	& WEIGH	н			n per lift/crew - li		fter is
 For signs 	other than b	anners, ind	clude bluepr	int or drawing points may be	charge		2) hour incremer Straight		Double
determined							Time	Overtime	Time
				Other	20' Scisso	rlift Scisso	orlift with crew (up	to 500 lbs lift c	apacity)
				Other		ce Price	\$441.95		\$686.15
				l	Standa	ard Price	\$574.55	\$771.95	\$892.00
			· · · · · · · · · · · · · · · · · · ·				r with crew (up to	-	
PLACEME	-					ce Price	\$899.85		\$1266.30
				pace. Indicate like your sign		ard Price	\$1169.80 150 lbs in weight		\$1646.20
				ort beams may ified location.	/ chain mo	otors must b	be installed by JO der the MCCA O	AL Pro - Plea	se see their
_	Feet in from	m the back Aisle #	#		Assembly	Labor (Per	r person / Per hou	r)	
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rom the left				in from the right Aisle #		ard Price	\$200.25		\$359.00
<i>t m</i>							erson / Per Hour)		¢07045
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DISMANTLE	- HANGING	SIGN		ļ		!	· · · · · ·		
	ription	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost	



Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

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

the contracted

exhibitor at the **AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company:	Booth #:
Authorized Signature:	
Printed Name:	Date:
E-Mail:	
Display House/Builder (if applicable):	
Authorized Signature:	
Printed Name:	Date:
E-Mail:	

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

F EEM R

275 Bodwell Street Avon, MA 02322 508-894-5100 · Fax: 469-621-5608 FreemanBostonES@freemanco.com

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

AAPD 2014 ANNUAL SESSION / MAY 23 - 25, 2014 NAME OF SHOW:

COMPANY NAME

BOOTH #:

PHONE #:

CONTACT NAME:

E-MAIL ADDRESS

For Assistance, please call 508-894-5100 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.myfreemanonline.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
(See definitions on back)	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 Ex-
	press, UPS, Airborne Express & DHL are included in this category due to their delivery procedures.
UNCRATED:	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars
	or hooks.
STRAIGHT TIME:	8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME:	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
	Note: Some inbound and all outbound material handling services will have overtime charges applied.

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum) - Includes overtime outbound		
Crated or Skidded Shipment	\$ 216.95	433.90
Special Handling Shipment	\$ 282.05	564.10
Show Site Shipment (200 lb. minimum) - Includes overtime outboud		
Crated or Skidded Shipment		417.90
Special Handling Shipment		543.30
Uncrated or Pad Wrapped Shipment	\$ 313.45	626.90
Small Package - Maximum weight is 30 lbs per shipment		
Per Shipment		
*A small package shipment is a shipment totaling any number of pieces with a combined weig	ht not to exc	eed 30 lbs that is
received on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after May 15	\$ 36.85	73.70
Show site Shipment after Show Opening	\$ 34.85	69.70
All rates quoted above are straight time rates. All freight received at the warehouse that must be moved in	o or out of t	he booth before
8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are be	ore 8:00 an	n and after 4:30
pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addi	ion to the a	bove rates.
Overtime Charge - Warehouse (in addition to above rates)		
Crated or Skidded Shipment		147.30
Special Handling Shipment	\$ 95.75	191.50
Overtime Charge - Show Site (in addition to above rates)		
Crated or Skidded Shipment	\$ 69.65	139.30
Special Handling Shipment		181.10
Uncrated or Pad Wrapped Shipment		209.00
Off-target Charge (in addition to above rates)	25% addi	tional

Description	Weight	сwт	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
All rates are per 100 lbs. Please round up Example: 840 lbs - 900 lbs (9 cwt)	6.25% Tax	N/A		
Tins to Save on Material Handling			Total	

Tips to Save on Material Handling

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

3 Separate Shipments 60 lbs. charged @ 200 lbs. \$ 433.90 52 lbs. charged @ 200 lbs. \$ 433.90 65 lbs. charged @ 200 lbs. \$ 433.90 = \$1,301.70 1 Consolidated Shipment 3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$433.90

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.

REEMAN F

(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

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	х
CONTACT NAME :	PHONE #:		
-MAIL ADDRESS :			
or Assistance, please call applicable number listed above to s	speak with one of our experts.		
For fast, easy ordering, go	to www.freemanco.com/sto	re	
	ANSPORTATION		
TIPS FOR EASY ORDERING	SHIPPING INFORM	ATION	
Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.	Items to be shipped		Est. Weight
nternational Exhibitors remember - Shipments originating	Number of Pieces		ESI. Weight
rom countries other than the U.S. must be cleared through	— Crates (wooden)		
customs. Please call for additional information: (800) 995-3579 Toll Free US & Canada	Cartons (cardboard)		
817) 607-5100 Local & International	Cases/Trunks (fiber)	(color)
COMPLETE THE FOLLOWING ITEMS	Skids/Pallets Carpet (color	,)
ON THIS FORM:			
PICK UP INFORMATION	Other ()	
equested Pick Up Date:	 Size of largest piece: (H) 		(1)
SHIPPER NAME	NOTE: Shipments will be w		
SHIPPER ADDRESS			····· ·
	- 🗌 I would like to sc	hedule outbound F	reeman Exhib
$(C(t_{1}))$ $(C(t_{2}))$ $(Z(t_{2}))$	_ Transportation. Please		
(City) (State) (Zip)	Agreement at show signature. So we may		
DESTINATION	Agreement and lab	els, please complet	te the followin
I will be shipping to the WAREHOUSE	information if different	from pick up addre	ess:
FREEMAN / Exhibiting Company Name / Booth #	Ship to address:		
AAPD 2014 ANNUAL SESSION			
C/O: FREEMAN			
25 DOHERTY AVE			
25 DOHERTY AVE AVON, MA 02322			
25 DOHERTY AVE AVON, MA 02322 IUST BE DELIVERED BY MAY 15, 2014			
25 DOHERTY AVE AVON, MA 02322 IUST BE DELIVERED BY MAY 15, 2014 I will be shipping to SHOW SITE	Number of Labels :		
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25 DOHERTY AVE AVON, MA 02322 INST BE DELIVERED BY MAY 15, 2014 I will be shipping to SHOW SITE FREEMAN / Exhibiting Company Name / Booth # AAPD 2014 ANNUAL SESSION C/O: FREEMAN	FAX THIS	COMPLETED	
25 DOHERTY AVE AVON, MA 02322 JUST BE DELIVERED BY MAY 15, 2014 I will be shipping to SHOW SITE FREEMAN / Exhibiting Company Name / Booth # AAPD 2014 ANNUAL SESSION C/O: FREEMAN HYNES CONVENTION CENTER	FAX THIS		
25 DOHERTY AVE AVON, MA 02322 JUST BE DELIVERED BY MAY 15, 2014 I will be shipping to SHOW SITE FREEMAN / Exhibiting Company Name / Booth # AAPD 2014 ANNUAL SESSION C/O: FREEMAN HYNES CONVENTION CENTER 900 BOYLSTON ST	FAX THIS	COMPLETED 69) 621-5810)
25 DOHERTY AVE AVON, MA 02322 JUST BE DELIVERED BY MAY 15, 2014 I will be shipping to SHOW SITE FREEMAN / Exhibiting Company Name / Booth # AAPD 2014 ANNUAL SESSION C/O: FREEMAN HYNES CONVENTION CENTER	FAX THIS (4) A TRANSF	COMPLETED	PECIALIST
25 DOHERTY AVE AVON, MA 02322 IUST BE DELIVERED BY MAY 15, 2014 I will be shipping to SHOW SITE FREEMAN / Exhibiting Company Name / Booth # AAPD 2014 ANNUAL SESSION C/O: FREEMAN HYNES CONVENTION CENTER 900 BOYLSTON ST BOSTON, MA 021153101 CANNOT BE DELIVERED BEFORE MAY 22, 2014	FAX THIS (4) A TRANSF WILL CA	COMPLETED 69) 621-5810 PORTATION SI	PECIALIST ONFIRM
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Double the convenience... zero surprises.

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F R E E M A N 275 Bodwell St	OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS
Avon, MA 02322 (508) 894-5100 Fax: (469) 621-5608 FreemanBostonES@freemanco.com	
NAME OF SHOW: AAPD 2014 ANNUAL SESSION / MAY 23 - 25,	, 2014
COMPANY NAME: BOOTH #:	BOOTH SIZE: X
CONTACT NAME : PHONE #:	
E-MAIL ADDRESS :	
For Assistance, please call (508) 894-5100 to speak with one of our experts	
For fast, easy ordering, go to www.free	manco.com/store
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLI HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELI REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEAS SHIPPING INFORMAT	VER THEM TO YOUR BOOTH AT SHOW SITE TO SE COMPLETE AND RETURN THIS FORM.
FROM: SHIPPER/EXHIBITOR NAME:	
BILLING ADDRESS:	
CITY: STATE/ PROVINCE:	
SHIP TO: COMPANY NAME: DELIVERY ADDRESS:	
CITY: STATE/ PROVINCE:	ZIP/ POSTAL CODE:
PHONE#:	
SPECIAL INSTRUCTIONS:	
METHOD OF SHIPMI PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW	
	Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.
 Expedited Deferred: Delivery within 3-4 business days Standard Ground 	Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.
Specialized: Pad wrapped, uncrated, or truckload OTHER COMMON CARRIER	SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.
	Arrangements for pick-up by other carriers
Next Day 2nd Day Deferred CARRIER PHONE #:	Freeman will attempt a courtesy phone call
DESIRED NUMBER OF LABELS:	pick-up.

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EXHIBITOR ORDERING GUIDE



TABLE OF CONTENTS

Introduction	1
General Information	2
Electrical Services	3
Cleaning Services	5
Felephone Services 8	8
Internet & Technical Services11	1
Rigging Services	б
Plumbing Services	1
Security Services	4
Appendix A – Service Order Forms	5
Appendix B - Convention Cares Exhibitor Flyer	4
Appendix C - Facility Exhibitor Guidelines, Information and regulations3	5

Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston! We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com**, and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, <u>www.massconvention.com</u>. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services <u>must</u> be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

Standard Connections (120 volt power)	Discount	Standard
500 Watt Box One 5 amp circuit and one receptacle or plug point	\$111.00	\$139.00
1000 Watt Box One 10 amp circuit and two receptacles or plug points	\$146.00	\$183.00
2000 Watt Box One 20 amp circuit and a minimum of three receptacles or plug points	\$182.00 s	\$227.00
4000 Watt Box Two 20 amp circuits with a minimum of three receptacles or plug poi		\$263.00
Special Connections (208 volt & 480 volt power) Unless otherwise indicated in parentheses (), all special power connected. To order Three Phase 100 Amp service and higher, please Services for availability.	ctions will be h	ard-wire
208V Single Phase 30 Amp (Nema L21-30P)		
208V Single Phase 60 Amp		
208V Single Phase 100 Amp		
208V Three Phase 30 Amp (Nema L21-30P)		
208V Three Phase 60 Amp		. ,
208V Three Phase 100 Amp	,	,
208V Three Phase 200 Amp		
208V Three Phase 400 Amp	,	,
480V Three Phase 30 Amp 480V Three Phase 60 Amp		
480V Three Phase 100 Amp		
480V Three Phase 200 Amp		
too v inite i nase 200 Amp		
Additional Electrical Services & Equipment	Discount	Standard

Overhead Power**Add 100% to initial connection rate** Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - Hire labor from the General Service Contractor;
 - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the <u>exclusive</u> provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an <u>hourly rate</u> with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays \$105.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an <u>Electrical Cord Labor Form</u> in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop......250-550 watts Standard Desktop PC.....400-700 watts Standard Plasma TV......300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
		_

Initial Vacuum or Mopping\$0.35 Service includes one-time vacuum or mop prior to the first event or show day

Daily Vacuum or Mopping......**\$0.20****\$0.25** Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.

Shampoo Service......\$0.39\$0.48 Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the <u>exclusive</u> provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day? Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard
Single-Line Service (Analog)		
Multi-Line Service (Digital) Service includes one phone number with multiple line appearances and display phone. Equipment <u>must</u> be returned at the close of the show.	nd rental of one of	digital
Speaker Phone Service (Analog) Service includes one phone number and rental of one speaker phone. returned at the close of the show. Line usage included.		
Polycom Speaker Phone Service (Analog) Service includes one phone number and rental of one polycom speak be returned at the close of the show. Line usage included.	\$371.00 er phone. Equip	\$464.00 ment <u>must</u>
Fax Machine Phone Service (Analog) Service includes one phone line and rental of a plain paper fax machi capabilities. Line usage included.		
Additional Telephone Services & Equipment	Discount	Standard
Call Waiting (per phone line) Allows user to know when another call is coming in.	\$50.00	\$62.50
Voice Mail (per phone line) Allows user to setup a custom greeting and receive messages from in		\$62.50
ISDN/BRI Service ISDN lines support video and CODEC applications. ISDN lines can Exhibitor Services two weeks prior to show. Exhibitors can select or carriers: AT&T or MCI. Line usage will be billed per the selected ca the show.	be arranged by c ne of two long di	contacting stance
Polycom Videoconference Rental w/IP Connect Service This service is used to connect from the MCCA's facility to an extern video conferencing capabilities. Service includes IP connectivity for distant video equipment must be IP compatible. Polycom Videoconference Rental w/ISDN This service is used to connect from the MCCA's facility to an extern	nal/remote site w video conferenc \$2,000.00	vith like IP bing. The
This service is used to connect from the wice A stacinity to all extern	iai/remote site w	

This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the <u>exclusive</u> provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an <u>hourly rate</u> with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$80.00**
 - All other times, including holidays \$120.00

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.

How can I place international calls on my phone line? If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced inhouse team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

Automatic Configuration	Discount	Standard
Automatically configured lines are designed to "plug & play."		

200 Kbs Shared Service......\$1,019.00 This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

Manual ConfigurationDiscountStandardManually configured services require some data entry of IP addresses into the computer before
the computer may access the internet.Standard

300 Kbs Managed Service......\$1,175.00\$1,468.75 The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service......\$1,875.00\$2,344.00 The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

1.54 Mbps Managed Service\$5,125.00 The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

5 Mbps Managed Service......**\$10,000.00****\$12,500.00** The 5 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

Additional Internet Services & Equipment	Discount	Standard
Additional Public IP Address This service is available only with our managed services. It allows fo networked into that same wired service using a switch and cables. Th additional cables with this service.	r any additional	l device to be
Copper Patch / Booth to Booth Connection Copper Patch is a method of connecting computers or network equipm locations in the facility. Copper patches can transmit data, audio, and	nent that may b	
Fiber Patch / Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipme locations in the facility. Fiber patches can transmit data, audio, and vi	nt that may be i	
Extend Outside T1 or T3 Service With this service, the MCCA will extend an outside T1 or T3 service to the Exhibitor booth. Exhibitor is responsible for making all arrange service provider (e.g., Verizon, AT&T, etc.).	from our deman	cation point
Switch - 8 Port This switch can connect up to 8 computers or devices together, giving service ordered.		
Switch - 24 Port This switch can connect up to 24 computers or devices together, givin service ordered.		
25' CAT 5e Cable 50' CAT 5e Cable 100' CAT 5e Cable	\$61.00	\$76.75
Technical Services	Discount	Standard
Cable TV Service Cable TV service is basic business cable service provided by Comcast to booths from floor boxes or columns.	t Cable. Servic	

Broadcast Video Service via TV-1\$2,000.00\$2,500.00 TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - Hire labor from the General Service Contractor or ;
 - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

<u>Terms & Conditions – Internet & Technical</u>

- The MCCA is the <u>exclusive</u> provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not
 include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If
 an exhibitor requires additional internet labor outside of the standard service, services
 will be billed at an <u>hourly rate</u> with a minimum of one hour. Labor rates are based on
 current wage and benefit rates and are subject to change without notice:
 - Tech Rep Monday-Friday 8am-4pm (except holidays) \$100.00
 - Tech Rep All other times, including holidays **\$150.00**
 - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
 - Network Engineer All other times, including holidays **\$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.

- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, nondeliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet & Technical

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the <u>BCEC</u> or <u>Hynes Wireless Network</u>. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few "real" internet routable addresses.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions

Discount Standard

The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package\$1,550.00\$1,684.00 This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs <u>and</u> measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

Electrical Rigging Package\$1,794.00\$1,988.00 This package includes the Basic Rigging Package <u>plus</u> labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Labor Hour\$304.00 Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

<u>Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.</u> Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Custom Rigging Solutions	Discount	Standard
Custom Kigging Solutions	Discount	Stanuard

Truss

A truss is an aluminum structure used to create a lower "ceiling" to hang lighting or other suspended items. It is available in 5', 8', or 10' sections which can be attached to create desired lengths or height.

Truss 5' Section – Silver 12"x12" Box	\$25.00	\$30.00
Truss 8' Section – Silver 12"x12" Box		-
Truss 10' Section – Silver 12"x12" Box		-
Truss 5' Section – Black 12"x12" Box		
Truss 8' Section – Black 12"x12" Box	\$56.00	\$67.00
Truss 10' Section – Black 12"x12" Box	\$70.00	\$84.00
Truss 5' Section – Silver 20.5"x20.5" Box	\$45.00	\$54.00
Truss 8' Section – Silver 20.5"x20.5" Box	\$72.00	\$86.00
Truss 10' Section – Silver 20.5"x20.5" Box	\$90.00	\$108.00

Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12"x12" Box	\$50.00	\$60.00
Corner Block – Black 12"x12" Box	\$65.00	\$78.00
Corner Block – Silver 20.5"x20.5" Box	\$70.00	\$84.00
Base Plate	\$35.00	\$42.00
A base plate is used as a stand for ground supported truss or poles.		

Rotator	\$150.00	.\$180.00
A rotator is a motor used to rotate a hanging sign.		

Lighting Fixtures	Discount	Standard
A variety of lighting options are available to brighten exhibit space.	While lights ca	nnot be
attached directly to our ceiling, lighting can be suspended above exh	ibit space by uti	lizing truss
and motors.		

Par 64 (1000 watt)......\$30.00\$36.00 The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions	Discount	Standard
Lighting kits include a combination of Lekos, Source 4 Pars and Par 6	4s based on layo	out and
design requirements. Price includes fixtures, fixture accessories and a	ll necessary cab	les.
Dimmer/control and labor are not included and must be ordered separate	ately. Special O	rders for
larger kits are available upon request.		

Small Lighting Kit (4-6 lights)	\$185.00\$212.00
Medium Lighting Kit (7-11 lights)	
Large Lighting Kit (12-15 lights)	
X-Large Lighting Kit (16-20 lights)	

Dimmer Racks & Lighting ControlsDiscountStandardThese items are optional with individual fixtures or small lighting kits, but mandatory with larger
lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central
control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the
truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or
control individual lights, groups of lights, or all lights at once.
Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4	\$80.00\$96.00
Dimmer Control 2.4 x 12	\$150.00\$180.00
Dimmer Control 2.4 x 24	\$320.00\$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the <u>exclusive</u> rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- **BCEC Rigging:** JCALPRO is the <u>exclusive</u> rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging
 package may not be applicable. In this case, a special quote for required crew and lift
 equipment will be prepared using the following <u>hourly labor</u> and <u>weekly lift rental</u> rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$67.00	\$100.50	\$134.00

Weekly Lift Rental Items	Rate
24'- 32' Scissor Lift	\$600.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is <u>not permitted</u>.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter <u>and</u> does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

Services for more information.

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services	Discount	Standard
Water - Individual Connection Water service is available at approximately 75 PSI with up to ³ / ₄ " sup gallons per minute.		
Additional Water Connections Exhibitors requiring more than an individual water connection should connection as needed.		
Drain – Individual Connection The MCCA can provide waste drain connections up to ³ / ₄ " line size.	\$299.00	\$374.00
Additional Drain Connections Exhibitors requiring more than an individual drain connection should connection as needed.		
Fill and Drain 0-100 Gallons Exhibitors that need equipment to be filled with water at the beginnin the end of a show should order a Fill and Drain service. Please visit Services desk when equipment is ready to be filled.	ng of a show and	emptied at
Each Additional 500 Gallons	\$104.00	\$130.00
Sink Rentals	Discount	Standard
Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20"L x 24"W x34 and one drain connection. Legs allow the units to sit 34" above the	"H), one water c	
Small Hot & Cold Water Sink Rental	L x 24"W x34"H)), a hot
Large Hot & Cold Water Sink Rental Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24 heater (6 gallon capacity), dedicated power, two water connections, a This service is available in specific areas of the exhibition hall. Pleas	4.5"W x43"H), a and one drain cor	hot water nection.

Compressed Air and Gases	Discount	Standard
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Compressed Air – Individual Connection......\$365.00\$456.00 Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Other Compressed Gases

The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO ₂	\$154.00\$184.50
50 Lbs Dry or Liquid CO ₂	\$167.00\$200.50
Dry Nitrogen 300 ft ³	\$206.00\$247.75

Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the <u>exclusive</u> provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors <u>are not permitted</u> to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an <u>hourly rate</u> with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays \$105.00

Frequently Asked Questions – Plumbing

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we <u>do not</u> allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the "preferred" provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Security Guard (Booth)

Discount Standard

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



Massachusetts Convention Center Authority Exhibitor Order Form - Electrical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing. EVENT OR SHOW:							BOOTH NO. (s)			
EVENT OR SHOW DATE(S)	•									
EXHIBITING FIRM:										
BILLING ADDRESS:										
CITY:	STATE:ZIP:COUNTRY:						OUNTRY:			
PHONE: ()		EMAIL:			@	!				
ORDERED BY/TITLE:							DAT	E:		
SHOW SITE CONTACT:					CON	NTACT	PHONE: ()		
STANDARD ELECTRICAL CONNE	CTIONS			T						
		REGULAR SE			ADDITIONAL	SERVIC	ES AVAILABLE	AS ADI	D-ONS COMBINED	-
DESCRIPTION	Qτγ	DISCOUNT RATE	Standard Rate	Qτγ	24-Hour Service	Qτγ	OVERHEAD SERVICE*	Qτγ	24-Hour & Overhead	TOTAL DUE
500 Watt Box (5 amps)		\$111.00	\$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$146.00	\$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$182.00	\$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$211.00	\$263.00		+50% rate		+100% rate		+150% rate	
SPECIAL ELECTRICAL CONNECT	IONS: 2						•		•	
REGULAR SERVICE ADDITIONAL SERVICES AVAILABLE AS AD					D-ONS					
					ADDITIONAL					
DESCRIPTION	Qτγ	DISCOUNT	STANDARD RATE	QTY	24-Hour Service	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	TOTAL DUE
DESCRIPTION 208V Single Phase 30 Amp	QTY	DISCOUNT	STANDARD	QTY	24-Hour		OVERHEAD		COMBINED 24-HOUR &	TOTAL DUE
	QTY	DISCOUNT RATE	Standard Rate	QTY	24-Hour Service		OVERHEAD SERVICE*		COMBINED 24-HOUR & OVERHEAD	TOTAL DUE
208V Single Phase 30 Amp	QTY	DISCOUNT RATE \$318.00	STANDARD RATE \$397.00	QTY	24-HOUR SERVICE +50% rate		OVERHEAD SERVICE* +100% rate		Combined 24-Hour & OVERHEAD +150% rate	TOTAL DUE
208V Single Phase 30 Amp 208V Single Phase 60 Amp	QTY	DISCOUNT RATE \$318.00 \$606.00	STANDARD RATE \$397.00 \$757.00	QTY	24-HOUR SERVICE +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate	TOTAL DUE
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp	QTY	DISCOUNT RATE \$318.00 \$606.00 \$930.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00	QTY	24-HOUR SERVICE +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate	TOTAL DUE
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 60 Amp	QTY	DISCOUNT RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,087.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 60 Amp 208V Three Phase 100 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00 \$1,380.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,087.00 \$1,724.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 60 Amp 208V Three Phase 100 Amp 208V Three Phase 200 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00 \$1,380.00 \$2,632.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,087.00 \$1,724.00 \$3,289.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 60 Amp 208V Three Phase 100 Amp 208V Three Phase 200 Amp 208V Three Phase 400 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00 \$1,380.00 \$2,632.00 \$4,648.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,087.00 \$1,724.00 \$3,289.00 \$5,809.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 60 Amp 208V Three Phase 100 Amp 208V Three Phase 200 Amp 208V Three Phase 400 Amp 480V Three Phase 30 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00 \$1,380.00 \$2,632.00 \$4,648.00 \$877.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,087.00 \$1,724.00 \$3,289.00 \$5,809.00 \$1,096.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 60 Amp 208V Three Phase 100 Amp 208V Three Phase 200 Amp 208V Three Phase 400 Amp 480V Three Phase 30 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00 \$1,380.00 \$2,632.00 \$4,648.00 \$877.00 \$1,521.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,087.00 \$1,724.00 \$3,289.00 \$5,809.00 \$1,096.00 \$1,901.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate	
208V Single Phase 30 Amp 208V Single Phase 60 Amp 208V Single Phase 100 Amp 208V Three Phase 30 Amp 208V Three Phase 30 Amp 208V Three Phase 100 Amp 208V Three Phase 200 Amp 208V Three Phase 400 Amp 480V Three Phase 30 Amp 480V Three Phase 100 Amp	QTY	Discount RATE \$318.00 \$606.00 \$930.00 \$576.00 \$870.00 \$1,380.00 \$2,632.00 \$4,648.00 \$877.00 \$1,521.00 \$2,808.00	STANDARD RATE \$397.00 \$757.00 \$1,163.00 \$720.00 \$1,720.00 \$1,720.00 \$1,724.00 \$3,289.00 \$5,809.00 \$1,901.00 \$3,510.00	QTY	24-HOUR SERVICE +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate +50% rate		OVERHEAD SERVICE* +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate +100% rate		COMBINED 24-HOUR & OVERHEAD +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate +150% rate	

To pay with a MasterCard, Visa or American Express, you may order online at <u>www.massconvention.com</u>. To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER

MASSACHUSETTS CONVENTION CENTER AUTHORITY

415 SUMMER STREET

BOSTON, MASSACHUSETTS 02210

617-954-2230 · exhibitorservices@massconvention.com

Tax ID#: 042768982

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Massachusetts Convention Center Authority Exhibitor Order Form - Cleaning Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomple	BOOTH NO. (s)		
EVENT OR SHOW:		 	
EVENT OR SHOW DATE(S):		 	
EXHIBITING FIRM:			
BILLING ADDRESS:		 	
CITY:			
PHONE: ()	EMAIL:	 @	
ORDERED BY/TITLE:		 DA1	re:

SHOW SITE CONTACT: ______ CONTACT PHONE: (_____)

BASIC CLEANING SERVICES					DISCOUNT RAT (PER SQ FT PER DAY)	E STANDARD RATE (PER SQ FT PER DAY)		
1. INITIAL V	ACUUM OR MC	opping (Before first ev	/ent day only)			\$0.28	\$0.35
2. DAILY VA	2. DAILY VACUUM OR MOPPING (For all event days including the first day)				y)	\$0.20	\$0.25	
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)					\$0.44	\$0.55		
SERVICE (CHECK ONE ONLY)	Type (Check One)	BC LENGTH	оотн Size: Тотл Width	AL SQUARE FEET TOTAL SQ. (90 Min.		RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
□ 1 □ 2	□ Vacuum		х	=	>	(х	=	= \$
□ 3	🗆 Мор		<u> </u>		_	、		● ♥

SPECIAL CLEANING SERVICES					
	BOOTH SIZE: TOTAL SQUA	RE FEET	DISCOUNT RATE	Standard Rate	TOTAL DUE
SHAMPOO SERVICE (Before first event day)	Length Width	TOTAL SQ. FT. (90 MIN.)	(PER SQ FT PER DAY)	(PER SQ FT PER DAY)	TOTAL DOE
	X =	X	\$0.39	\$0.48	

GRAND TOTAL DUE \$

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Massachusetts Convention Center Authority Exhibitor Order Form – Telephone, Internet & Technical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incon EVENT OR SHOW:	•				BOOTH NO. (s)
EVENT OR SHOW DATE(S):					
EXHIBITING FIRM:					
BILLING ADDRESS:					
CITY:	STATE:	ZIP:	COU	INTRY:	
PHONE: ()	EMAIL:				
ORDERED BY/TITLE:				DAT	E:
SHOW SITE CONTACT:			CONTACT PH	IONE: ()

TELEPHONE SERVICE							
STANDARD TELEPHONE SERVICES	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE			
Single Line Phone Service (Analog)		\$287.00	\$358.00				
Multi-Line Phone Service (Digital)		\$417.00	\$521.00				
Speaker Phone Service (Analog)		\$320.00	\$400.00				
Polycom Speaker Phone Service (Analog)		\$371.00	\$464.00				
Fax Machine Phone Service (Analog)		\$422.00	\$528.00				
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE			
Call Waiting (Per Phone Line)		\$50.00	\$62.50				
Voice Mail (Per Phone Line)		\$50.00	\$62.50				
ISDN/BRI Service		\$300.00	\$375.00				
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00				
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00				

INTERNET SERVICES							
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE			
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00				
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE			
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75				
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00				
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00				
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$4,100.00	\$5,125.00				
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$6,720.00	\$8,400.00				
5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,000.00	\$12,500.00				
Wireless Internet access is available onsite but is not re	ecomm	ended for exhibito	r displays.	•			

Exhibitor Order Form – Telephone, Internet & Technical Services page 2

Additional Services & Equipment		Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP	Address (not available with 200kbs service)		\$148.00	\$185.25	
Copper Patch / Booth to Booth Connection			\$336.00	\$420.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$104.00	\$130.00	
Switch	24 port		\$156.00	\$195.00	
25' CAT 5e Cable			\$45.00	\$56.00	
50' CAT 5e Cable			\$61.00	\$76.75	
100' CAT 5e Cable			\$96.00	\$120.00	

TECHNICAL SERVICES						
TECHNICAL SERVICES	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE		
Cable TV Service		\$245.00	\$306.50			
CATV Tuner Rental		\$56.00	\$70.00			
CATV Tap Box Rental		\$200.00	250.00			
Broadcast Video Service via TV-1		\$2,000.00	\$2,500.00			
			TOTAL DUE: \$			

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Massachusetts Convention Center Authority Exhibitor Order Form - Rigging & Lighting Services Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

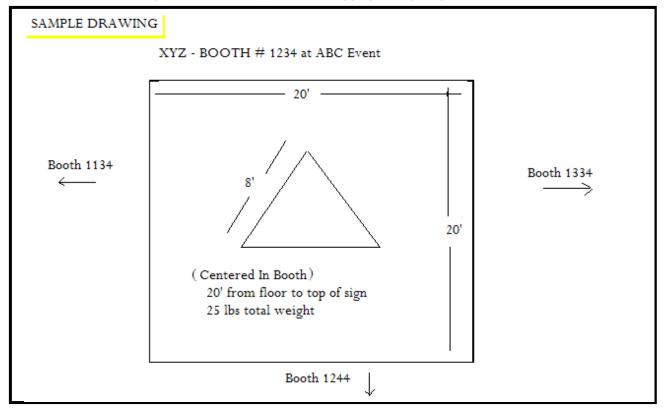
PLEASE PRINT OR TYPE: Incompl EVENT OR SHOW:				BOOTH NO. (s)
EVENT OR SHOW DATE(S):				
EXHIBITING FIRM:				
BILLING ADDRESS:				
CITY:	STATE:	ZIP:	COUNTRY:	
PHONE: ()	EMAIL:		@	
ORDERED BY/TITLE:			DAT	E:
SHOW SITE CONTACT:	CONTACT PHONE: ()			

	ITEM DESCRIPTI	ON & INFO	RMATION			
**Description of Item (Sign, Bar	nner, Truss, etc.):					
Quantity:	Size:	Weight:		Height desired from floor to top of suspended item:		
Do any items require Electrical	service (circle one)? YES NO	Indicate	Service Ordered or	Electrical Form:		
Date When Your Item Will Be R	Ready for Hanging:	Preferre	d Move-Out Date:			
	PACKAGE RIG		UTIONS			
SERVICE DESCRIPTION		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE	
Basic Rigging Package (Per Sig	gn/Banner)		\$1550.00	\$1684.00		
Electrical Rigging Package (Pe			\$1794.00	\$1988.00		
Team Labor Hour			\$244.00	\$304.00		
CUSTOM R	GGING SOLUTIONS - RIGGIN	G EQUIPM	ENT RENTAL (RE	QUIRES QUOTE)		
EQUIPMENT DESCRIPTION		Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE	
	5' Section		\$25.00	\$30.00		
Silver 12" x 12" Box Truss	8' Section		\$40.00	\$48.00		
	10' Section		\$50.00	\$60.00		
	5' Section		\$35.00	\$42.00		
Black 12" x 12" Box Truss	8' Section		\$56.00	\$67.00		
	10' Section		\$70.00	\$84.00		
	5' Section		\$45.00	\$54.00		
Silver 20.5" x 20.5" Box Truss	8' Section		\$72.00	\$86.00		
	10' Section		\$90.00	\$108.00		
	Silver 12" x 12" box		\$50.00	\$60.00		
Corner Block	Black 12" x 12" box		\$65.00	\$78.00		
	Silver 20.5" x 20.5" box		\$70.00	\$84.00		
Base Plate	·		\$35.00	\$42.00		
Rotator			\$150.00	\$180.00		
Motor			\$150.00	\$180.00		
Cheeseboro			\$6.00	\$7.00		
Grapple			\$12.00	\$14.00		

Exhibitor Order Form - Rigging & Lighting Services page 2

LIGHTING FIXTURES	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Source 4 Par - (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
LIGHTING KITS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
DIMMER RACKS & LIGHTING CONTROLS	Qτγ	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
			TOTAL DUE: \$	

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



To pay with a MasterCard, Visa or American Express, you may order online at <u>www.massconvention.com</u>. To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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Massachusetts Convention Center Authority **Exhibitor Order Form – Plumbing Services**

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Inco EVENT OR SHOW: EVENT OR SHOW DATE(S): EXHIBITING FIRM: BILLING ADDRESS:	·				
CITY:					
PHONE: ()	EMAIL:				
ORDERED BY/TITLE:				DAT	E:
SHOW SITE CONTACT:	CONTACT PHONE: ()				

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water	Individual Connection			\$299.00	\$374.00	
Approx 75 PSI Up to ¾" line	Additional Connection			\$175.00	\$219.00	
Drain	Individual Connection			\$299.00	\$374.00	
Up to ¾" line	Additional Connection			\$160.00	\$200.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$104.00	\$130.00	
	S		TALS			
SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	
	Compres	SSED AIF	R AND G	ASES		
SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air	Individual Connection			\$365.00	\$456.00	
Approx 110 PSI	Additional Connection			\$188.00	\$235.00	
	20 lb Cylinder (Dry)			\$154.00	\$184.50	
~~	50 lb Cylinder (Dry)			\$167.00	\$200.50	
CO ₂	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft ³ Tank (Dry)			\$206.00	\$247.75	
					TOTAL DUE: \$	

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Massachusetts Convention Center Authority Exhibitor Order Form - Security Services

Effective July 1, 2012

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Inco EVENT OR SHOW:		• • •		BOOTH NO. (s)	
EVENT OR SHOW DATE(S):					
EXHIBITING FIRM:					
BILLING ADDRESS:					
CITY:					
PHONE: ()	EMAIL:		@		
ORDERED BY/TITLE:	DATE:				
SHOW SITE CONTACT:	CONTACT PHONE: ()				

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.

DATE	# OF OFFICERS	Scheduled Hrs (4 Hr. Min.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	Standard Rate (Per Man Hr.)	TOTAL DUE
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
			TOTAL MAN HOURS:		TOTAL DUE: \$	

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	DATE RECEIVED:						



Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of nonprofit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the "**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN



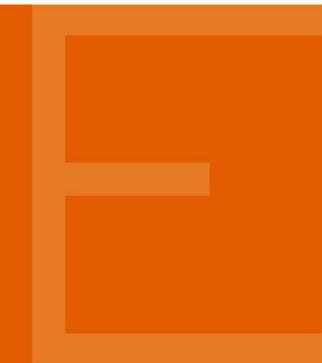








If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230



EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS



Rules and Regulations – Exhibitor Participation

Access Control and Credentialing

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

Affixing to the Facility Structure

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
- Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
- 3. Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- 4. Walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time

employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

Cabling

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown – cable trays are not an acceptable substitute.

Cooking Demonstrations

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to tow (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one (1) spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.

Double-Decker Booths and/or with a Roof

All Double–Decker exhibits are subject to applicable state and city building codes and inspection by state/city officials and the MCCA. Maximum occupancy load for upper level (s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC fire extinguisher must be visible on every level of the exhibit.

Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee.

Exclusive Services

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

Exhibitor Product

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the Hynes.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the Massachusetts Convention Center Authority (MCCA). The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Fire Safety Equipment

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:

- Compressed flammable gases (exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly from Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.
- Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs, charcoal and similar materials
- Untreated mulch and Spanish moss or similar vegetation
- Untreated hay or straw
- 2. The following shall be protected by automatic fire extinguishing systems:
 - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
 - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
 - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
- 3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
- The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
- 5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
- 6. Open flame devices may be permitted when they

are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

- 7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
- 8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
- 9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
- 10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to

tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

- 11. The General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.
- 12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.
- 13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other nonflame resistant material.
- 14. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame Retardant Treated Materials

The following rules apply regarding flame retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and the State Fire Marshal.
- Combustible materials, ³/₈" or more in thickness, glass or asbestos cloth may be used without flameretardant treatment.

HYNES

- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by show management and the MCCA Public Safety Department. All lasers must comply with Massachusetts Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health at http://www.mass.gov/eohhs/consumer/communityhealth/environmental-health/exposuretopics/radiation/emf/

Food & Beverage Services

The Hynes prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

(1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

--OR--

(2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) to waive its right to exclusivity under the MCCA Event License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Sampling Authorization Form – This form outlines policies and procedures pertaining to F&B sampling at the Hynes. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00). Please contact your event's Exhibitor Services Manager for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact Levy Restaurants Catering Sales Office – 617-954-2189.

Glitter, Confetti, Popcorn, and other materials

The use of glitter, confetti, sand or simulated snow types of material, as well as popcorn, is NOT permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibiting company.

Gratuities Policy

It is against the Hynes's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

Guardrails

Any platform(s) exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stairs

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi- level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is a part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

Hand-Carry Policy

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

Hanging Devices

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

Lights

Only Underwriters Laboratories (UL) approved clampon types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amps.

Material Handling

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a companyowned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; twowheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the exclusive rigging service provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Move-In Procedures

ALL Exhibitor Move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Guide.

Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 20 Minutes

Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operator's risk and expense.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a current and valid means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

- 1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
- 2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
- 3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
- 4. Do not leave your booth unattended during the set-up period.
- 5. Do not leave exhibit material under tables or displays.
- 6. Do not include exhibit material in containers to be stored with empties.
- At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
- 8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
- 9. Promptly report any missing items or suspicious person(s) to Public Safety.

Smoking

The Hynes is a non-smoking facility. Smoking is NOT

HYNES

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

Solicitations

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or allowed, without prior written consent of the General Manager.

MCCA Services

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, telephone, Internet, rigging in the ballroom, the operation of groundsupported crank- up's, plumbing, the use of the house sound system

and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions on appropriate order forms. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at <u>www.massconvention.com</u>.

ATM's

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

Audio/Visual Services

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

Business Center

The contracted in-house vendor is the exclusive

service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document management solutions to meet your needs. The Business Center document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack

and ship options, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available. Transportation

Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA's website: <u>http://www.mbta.com.</u>

Taxi Services

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.

LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

- 1. Items dispensed are limited to products *Manufactured, Processed or Distributed* by exhibiting companies.
- 2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz**. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
- 3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the HYNES and <u>NAME</u> Show Management is strictly prohibited.

- 1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than <u>DATE</u>.
- 2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

- 1. \$150.00 for a Small Visi Cooler
- 2. \$300.00 for a Large Double Visi Cooler
- 3. \$25.00 per Drop Off and Per Pick-up for Steward
- 4. \$150.00 per day minimum for dry or refrigerated storage
- 5. \$6.00 per 5 pound bag of ice *Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of \$250 per piece of equipment will also apply.

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of \$1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured. Information must be received no later than close of business (5:00 PM EST) on <u>DATE</u>.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

	<u>SHOW NAME</u> DATE		
Company Name		Booth N	No
Company Address			
Contact Name	Telep	hone ()	Ext
Email	Onsite Contact	0	Cell
PLEASE SPECI	FY: Item / Distribution Purpose / Quanti	y / Portion Size / I	Method of Dispensing
			Date
Agreed Exhibiting Firm		Levy Restaurant	Date
Agreed Exhibiting Firm PLEASE RETURN F	Approved	Levy Restaurant	Date
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Agreed Exhibiting Firm PLEASE RETURN F	Approved	Levy Restaurant DENSURE CONFIR ase contact Levy Res Catering Sal t, Boston, Ma	Date MATION AND APPROVAL. staurants: les Manager A 02115



THE UNEXPECTED AWAITS

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

EXHIBITOR CATERING MENU



MASSACHUSETTS CONVENTION CENTER AUTHORITY

Levy Restaurants

PI AN WITH FASE

To help facilitate your event planning, our policies and procedures are provided below.

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable, disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable, disposable ware.

BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Alcohol cannot be brought into or removed from the premises.

LINEN SERVICE & DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

SPECIALTY EQUIPMENT

Specialty equipment such as water coolers and espresso machines are available. Please contact your Catering Sales Manager for options.

INCENTIVE PRICES

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

SAMPLING

Food and/or beverage products may be sampled without waiver fee if the product being sampled is manufactured, produced or distributed by the exhibiting company. Sample sizes are as follows: Alcohol: Contact your Catering Sales Manager Food: Not more than 2 ounces Non-Alcoholic Beverage: Not more

than 4 ounces

TABLES AND ELECTRICAL NEEDS

Levy Restaurants Exhibitor Catering does not supply tables or electrical needs for your booth. Please contact your service contractor.

CONTACT

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

900 Boylston Street Boston, MA 02199 (617) 954-2189



MASSACHUSETTS

MASSACHUSETTS CONVENTION CENTER AUTHORITY Levy Pestamants



YOUR EXECUTIVE CHEFS

CHRISTOPHER PULLING

Executive Chef Christopher Pulling brings the taste of New England alive at the Boston Convention & Exhibition Center. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local seafood selections direct from the waterfront are complemented by hearty local favorites, serving up a melting pot of Boston flavors on every plate.

A graduate of the prestigious Culinary Institute of America, Christopher holds a degree in Hospitality and Culinary Arts, earned the title of Certified Executive Chef and Certified Culinary Administrator through the American Culinary Federation and holds a Certificate of Achievement in Advanced Baking and Pastry through the French Culinary Institute in NYC.

Christopher began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Christopher was selected to the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 All-Star Game and Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

A veteran of the hospitality industry, Christopher brings 12 years of hotel and resort experience to the Levy family table. In his eight years with Hyatt Hotels and Resorts, Christopher earned numerous management awards, including Department of the Year. Two years at Destination Hotels & Resorts in Vail, Colorado, and an Area Chef position at Bristol Hotels & Resorts round out his experience.

MATTHEW ROACH

Executive Chef Matthew Roach pairs fresh local ingredients with seasonal specialties from around the world to create elevated cuisine at the John B. Hynes Veterans Memorial Convention Center. New England heritage comes alive through traditional regional recipes prepared with a modern twist. Classic Boston flavor in every bite.

Matthew joined the Levy family in 2002, accepting a position at Chicago's Lincoln Park Zoo. After 3 years, he was promoted to Stadium Club Chef at US Cellular Field, home of the Chicago White Sox. In 2006, Matthew traded in his jersey, to take the field with the Pittsburgh Pirates as Executive Chef at PNC Park.

With an energetic personality and plenty of pride, Matthew ensures a stellar experience for each and every guest. A graduate of the Pennsylvania Institute of Culinary Arts, Matthew exudes enthusiasm, a strong work ethic and a great sense of pride to every aspect of the culinary operations. Matthew ensures he is visible and accessible to all of the guests.

A master of his craft, Matthew has participated in numerous Levy Restaurants spotlight events, including the 2003 MLB All-Star Game, 2005 World Series and the Chicago Auto Show Gala.



evy Pestamants

MASSACHUSETTS CONVENTION CENTER AUTHORITY

EXPECT EXTRAORDINARY

Take a seat at our family table, where over 30 years of culinary and hospitality experience come together. Our business is creating the unforgettable and we understand every event stands alone. Experience our heartfelt hospitality and award-winning food in stunning surroundings, scaled to your needs and tailored to your taste.

EXHIBITOR CATERING MENU

MADE-TO-ORDER MORNINGS

Traditional Continental Breakfast	5

SNACKS AND BEVERAGES

Snacks	6
Beverages	7
Sweets	8

LUNCH WITH PERSONALITY

Chef's Tables	9
Box Lunches	10

RECEPTIONS REINVENTED

Reception Hors D'Ouevres	11-12
Reception Displays	13

EXHIBITOR FAVORITES

Exhibitor Favorites and Traffic Promoters	14
Wiches of Boston	15
Markey LTD Services	16-17
Bar Selections	18

Levy Restamants 4



MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

	INCENTIVE PRICE	STANDARD PRICE
 TRADITIONAL CONTINENTAL BREAKFAST Orange and cranberry juices Breakfast breads and Danish Sweet butter and fresh fruit preserves A selection of seasonal fruits and berries Coffee and an assortment of hot teas 	18.00 PER PERSON	20.00 PER PERSON
BACON, EGG AND CHEESE SANDWICH Bacon with Cheddar cheese and scrambled eggs on a buttery croissant	72.00 PER DOZEN	80.00 PER DOZEN
SCONES Spiced apple, blueberry, cranberry-orange and ginger	38.00 PER DOZEN	42.00 PER DOZEN
MUFFIN TOPS Low-fat and whole-grain	38.00 PER DOZEN	42.00 PER DOZEN
DANISH PASTRIES Fruit and cheese filled	38.00 PER DOZEN	42.00 PER DOZEN
BAGEL SHOP Fresh-baked bagels with low-fat and plain cream cheese *Power Requirements – (1) 110v/20amp outlet	38.00 PER DOZEN	42.00 PER DOZEN
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-yogurt dipping sauce (serves 10 guests)	50.00 PER PLATTER	55.00 PER PLATTER

SNACKS Suggested serving size: 1 pound per 10 guests

TORTILLA CHIPS

Served with salsa cruda and guacamole

POTATO CHIPS AND GOURMET DIPS

Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips

GRANOLA BARS

SNACK MIX

HERSHEY'S KISSES

PRETZEL TWISTS

DELUXE MIXED NUTS

WHOLE FRESH FRUIT

INDIVIDUAL LOW-FAT FRUIT YOGURTS

ASSORTED CANDY BARS (FULL SIZED)

INDIVIDUAL BAGS OF CHIPS AND SNACKS

50.00 PER POUND 55.00 PER POUND 27.00 PER DOZEN 30.00 PER DOZEN 12.00 PER POUND 14.00 PER POUND 12.00 PER POUND 14.00 PER POUND 12.00 PER POUND 14.00 PER POUND 18.00 PER POUND 20.00 PER POUND 39.00 PER DOZEN 43.00 PER DOZEN 39.00 PER DOZEN 42.00 PER DOZEN 36.00 PER DOZEN 40.00 PER DOZEN 36.00 PER DOZEN 40.00 PER DOZEN

STANDARD PRICE

55.00 PER POUND

INCENTIVE PRICE

50.00 PER POUND

BEVERAGES

Suggested serving size: 1 gallon per 12 guests

AU BON PAIN COFFEE AND TEA Fresh-brewed regular and decaffeinated coffee, flavored Tazo teas	INCENTIVE PRICE 49.00 PER GALLON	STANDARD PRICE 54.00 PER GALLON
WICKED GOOD HOT CHOCOLATE Mini marshmallows, chocolate shavings and whipped cream	49.00 PER GALLON	54.00 PER GALLON
HOT APPLE CIDER Orange zest and cinnamon sticks	49.00 PER GALLON	54.00 PER GALLON
SPA WATER REFRESHER Natural spring water infused with fresh fruit	45.00 PER GALLON	50.00 PER GALLON
LEMONADE Fresh lemonade blended with your favorite flavors of strawberry, cranberry-lime or lemon-basil	59.00 PER GALLON	65.00 PER GALLON
FRESH BREWED ICED TEA BAR Assorted green and fruit flavored teas served with fresh cut lemons and simple syrup	59.00 PER GALLON	65.00 PER GALLON
BOTTLED JUICES (15.2 OZ.) Apple, cranberry and orange	90.00 PER CASE	99.00 PER CASE
ASSORTED PEPSI PRODUCTS (12 OZ.)	90.00 PER CASE	99.00 PER CASE
AQUAFINA BOTTLED WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
FLAVORED POLAND SPRINGS SPARKLING WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
WATER COOLER RENTAL *Power Requirements: 110V/20amps	75.00 PER DAY	83.00 PER DAY
5-GALLON WATER JUG	35.00 EACH	38.50 EACH
CUBED ICE (5 LB. BAG)	6.00 PER BAG	7.00 PER BAG

SWEETS

	INCENTIVE PRICE	STANDARD PRICE
GOURMET BROWNIES Espresso, chocolate chunk, turtle and fudge	38.00 PER DOZEN	42.00 PER DOZEN
WHOOPIE PIES Chocolate, carrot cake and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
BAKED COOKIES Chocolate chunk, oatmeal raisin and peanut butter	34.00 PER DOZEN	38.00 PER DOZEN
GOURMET DESSERT BARS Raspberry, blueberry, lemon and nut-filled bars	38.00 PER DOZEN	42.00 PER DOZEN
CHOCOLATE COVERED STRAWBERRIES	60.00 PER DOZEN	66.00 PER DOZEN
GOURMET CHOCOLATE TRUFFLES Raspberry, white chocolate, mocha, Bavarian cream, caramel and dark chocolate	38.00 PER DOZEN	42.00 PER DOZEN
CHEESECAKE LOLLIPOPS Assorted flavors	42.00 PER DOZEN	47.00 PER DOZEN
MINI CANNOLI	38.00 PER DOZEN	42.00 PER DOZEN
RICE KRISPY TREATS Classic, hand-dipped chocolate and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
GOURMET CUPCAKE BAR A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean	52.00 PER DOZEN	58.00 PER DOZEN
MACAROON MADNESS	34.00 PER DOZEN	38.00 PER DOZEN

Vanilla, pistachio, coffee, raspberry, lemon and chocolate

CHEF'S TABLES

Minimum of 20 guests per selection. All Chef's Tables include disposable ware. Beverages are not included

LITTLE ITALY

- Tomato Basil Soup
- Vegetable Chopped Salad honey Dijon vinaigrette
- Pesto Pasta Salad
- Wood-Roasted Chicken
- Penne Primavera
- Grilled Asparagus
- Garlic Bread
- Tiramisu & Cannolis

INCENTIVE PRICE - 30.00 PER PERSON STANDARD PRICE - 33.00 PER PERSON

TASTES OF NEW ENGLAND

- New England Clam Chowder
- Field Greens Salad with Balsamic and Ranch Dressings
- Garlic Poached Fingerling Potato Salad
- Braised Short Ribs cranberry reduction & Parmesan polenta
- Four-Cheese Macaroni & Cheese
- Honey Glazed Carrots
- Assorted Whoopie Pies

INCENTIVE PRICE - 30.00 PER PERSON STANDARD PRICE - 33.00 PER PERSON

FARM STAND SANDWICH & SALAD TABLE

- Harvest Grain Salad
 - Classic Caesar Salad Romaine hearts, traditional dressing, garlic croutons and shaved Parmesan cheese
 - Italian Bulkie shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and Provolone with herb aïoli
- Tuscan Chicken grilled herb marinated chicken, oven-dried tomato, balsamic onions and Provolone on rosemary focaccia
- Vegetable Salad Sandwich pesto aïoli and baby spinach on a croissant
- Kettle-Style Potato Chips & BBQ Chips
- Assorted Dessert Bars

INCENTIVE PRICE - 28.00 PER PERSON STANDARD PRICE - 31.00 PER PERSON



BOX LUNCHES

A great option for the grab and go lunch!

BOX LUNCH

- Smoked Turkey on Wheat Bread bacon, tomato, lettuce and herb aïoli
- Roast Sirloin of Beef on Focaccia tomatoes, sweet onion jam and Boursin cheese
- Grilled Chicken on Focaccia spinach, herb aïoli and Provolone cheese
- Ham and Swiss on Pretzel Bread
- "ZLT" Flatbread Sandwich grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto
- Italian Chopped Salad grilled chicken, crispy bacon, romaine, radicchio, tomato, red onion, ditalini and crumbled blue cheese with honey Dijon vinaigrette

EACH LUNCH INCLUDES:

- Whole Fresh Fruit
- Bag of Cape Cod Chips
- Dancing Deer Cookie

BISTRO BOXES

- Artisan cheese, gourmet crackers and seasonal fruit with honey and vanilla yogurt dip
- Seasonal vegetable crudités with roasted pepper hummus, sea salted edamame and pita chips
- Dry-aged salami, prosciutto and coppa ham, aged Provolone, cherry peppers, grilled focaccia and sun-dried tomato oil
- Fresh Mozzarella and vine-ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto

INCENTIVE PRICE	STANDARD PRICE
24.00 EACH	27.00 EACH

	INCENTIVE PRICE	STANDARD PRICE
	18.00 EACH	20.00 EACH
1	12.00 EACH	14.00 EACH
1	20.00 EACH	24.00 EACH
	20.00 EACH	24.00 EACH

RECEPTION HORS D'OUEVRES

Prices shown below are incentive prices, and applicable to all orders placed at least 21 days prior to show start. Orders placed less than 21 days prior to show start are subject to standard pricing.

NEW ENGLAND SPECIALTIES

- Slow-Cooked Boston Baked Beans caramelized onions and brown bread 3.00 PER PIECE
- Yankee Pot Roast braised beef tips, sweet peas, carrots and potatoes topped with mini biscuits 4.00 PER PIECE
- BBQ Oyster charred corn, smoky bacon and citrus aïoli 5.00 PER PIECE

FLATBREADS AND FLATINIS

- Fig and Blue Cheese Flatbread sweet imported fig preserves, creamy blue cheese and green onions 4.50 PER PIECE
 - Chicken Pesto Flatbread fresh pesto, diced chicken, artichoke hearts, sun-dried tomatoes and Asiago 4.50 PER PIECE
 - Mini Reuben Flatini corned beef, sauerkraut and Swiss cheese on lightly toasted flatbread 4.50 PER PIECE

RETRO MINIS – CLASSIC FAVORITES!

- Beef Wellington Bites horseradish cream 5.00 PER PIECE
- Frank 'n Blanket cocktail sausage and flaky puff pastry 3.00 PER PIECE
- Chicken Cordon Blue smoked ham and blue cheese sauce 3.50 PER PIECE

STUFFED MUSHROOMS

- Fennel Sausage and Garlic Bread Crumbs 4.00 PER PIECE
- Grilled Vegetable 4.00 PER PIECE
- Maine Lobster 5.50 PER PIECE

SUMPTUOUS SATAYS

- Ginger Chicken sweet chili sauce 4.50 PER PIECE
- Sizzling Short Rib Thai peanut sauce 5.00 PER PIECE
- Basil-Garlic Shrimp chili lime mint sauce 5.00 PER PIECE

MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman's Wharf-Style lemon horseradish cocktail sauce
 6.00 PER PIECE
- Bayou-Blackened remoulade sauce 6.00 PER PIECE
- Pesto-Marinated lemon aïoli 6.00 PER PIECE

MINI ALL-BEEF BURGERS

- Tavern-Style Classic American cheese and our secret sauce 5.50 PER PIECE
- Firehouse Burger bacon and barbecue sauce 5.50 PER PIECE
- Gourmet Burger truffle aïoli and Gruyère cheese 5.50 PER PIECE

COASTAL FAVORITES

- Signature Crab Cakes lemon aïoli 6.00 PER PIECE
- Seared Sesame Tuna Wonton seaweed salad and wasabi cream 6.00 PER PIECE
- Smoked Salmon Cracker crème fraîche, capers and red onion 6.00 PER PIECE

GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil artisan olive oil 4.00 PER PIECE
- Whipped Ricotta olive salad 4.00 PER PIECE
- Beef Carpaccio garlic aïoli and Parmesan 4.00 PER PIECE

QUESADILLAS

- House-Smoked Brisket and Cheddar Cheese avocado crema 4.50 PER PIECE
- Ancho Chicken and Jack Cheese salsa verde 4.50 PER PIECE
- Baby Spinach and Mushroom pico de gallo 4.50 PER PIECE

SPOONS

- Ahi Tuna Tartare lemon olive oil, capers and basil 6.00 PER PIECE
- Classic Steak Tartare mustard, egg and shallots 5.00 PER PIECE
- Fresh Crab Salad citrus aïoli and fresh chives 6.50 PER PIECE

MINIATURE TOSTADAS

- Spicy Seared Ahi Tuna cilantro lime crema and jalapeño slaw 6.00 PER PIECE
- Duck Breast pasilla peppers and tropical mango salsa 6.00 PER PIECE
- Hand-Pulled Chicken black bean purée, queso fresco and pickled red onion 5.00 PER PIECE

HANDCRAFTED MINI SLIDERS

- Slow-Roasted Prime Rib smoked Cheddar, caramelized onions and barbecue sauce 5.00 PER PIECE
- Breaded Chicken Parmesan marinara and fresh Mozzarella 4.00 PER PIECE
- Homemade Meatloaf crispy onions and sautéed wild mushrooms 4.00 PER PIECE

RECEPTION DISPLAYS

	INCENTIVE PRICE	STANDARD PRICE
FARMER'S MARKET TABLE Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil (serves 25)	210.00	230.00
ARTISAN CHEESE BOARD Selection of local and imported farmstead cheeses, accompanied by housemade chutneys, local honey, artisan breads and crackers (serves 25)	210.00	230.00
GARDEN FRESH VEGETABLE BASKET Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks (serves 25)	175.00	192.50
ANTIPASTI Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbread, crostini and breadsticks (serves 25)	225.00	247.50
SUSHI A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi. Served with seaweed salad, wasabi, pickled ginger and a variety of dipping sauces (serves 25)	395.00	435.00
RAW BAR A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aïoli, remoulade sauce and specialty hot sauces • Jumbo shrimp • Fresh oysters • Crab legs	MARKET PRI	CE
SMOKED SALMON A great addition to the raw bar! Pastrami-smoked salmon served with classic garnishes, sliced pumpernickel and crème fraîche (serves 25)	275.00	302.50
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry yogurt sauce (serves 10)	50.00	55.00

EXHIBITOR FAVORITES AND TRAFFIC PROMOTERS

Do you need a unique way to make your booth stand out from the crowd? We can help! Let us customize a booth traffic promoter to meet your needs. Here are a few ideas to get you started!

NOTE: Exhibitors are responsible for power requirements for all services listed below.

	INCENTIVE PRICE	STANDARD PRICE
CHOCOLATE CHIP COOKIE STOP Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter.	480.00	530.00
Price does not include: Electric, Attendant, Work S Trash Removal or Clean Up *An attendant is required *Power Requirements: 110volt/20amps (oven)	Space (Table),	
ADDITIONAL CASE OF COOKIES	480.00	530.00
ICE CREAM COOLER Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up *Power Requirements: 110volt/20amps (freezer)	480.00	530.00
ADDITIONAL 120 ASSORTED ICE CREAM BARS	480.00	530.00

CAMPFIRE S'MORES PACKAGE

On-stage roasted marshmallow sandwich with milk chocolate and graham crackers

INCENTIVE - 4.00 PER PERSON STANDARD - 5.00 PER PERSON

Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up **An attendant is required for this service*

DONUTS AND KEURIG COFFEE*

Eight dozen donuts to include chocolate, plain, glazed and butternut. Paired with 96 cups of regular, decaf or flavored Keurig K-cups

INCENTIVE - 500.00 PER DAY STANDARD - 550.00 PER DAY

Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up *Power Requirements: 110volt/20amps **An attendant is optional for this service

OTHER EXHIBITOR SERVICES

BOTTLED WATER WAIVER FEE

A waiver fee applies to any exhibitor bringing in logo bottles of water. Waiver is priced per bottle – please contact your Sales Manager for details

WICHES OF BOSTON

1,550.00 PER DAY

Attract crowds to your booth with a magical, cool mist! Starting with the finest ingredients, zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth, flavorful creations emerge from a cloud of cool mist. No magic wand, no abracadabra, just a touch of modern culinary magic.

Appropriate supplies to include: rental of "Wiches of Boston" machinery, 2 trained 'mixologists', paper/plastic cups, spoons and napkins.

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up *Power Requirements: TBD

ALL ICE CREAM, FROZEN YOGURT AND SORBETS ARE AVAILABLE IN THE FOLLOWING SIZES:

4 OZ. SERVING 6.00 EACH *minimum order of 250 cups 3 OZ. SERVING 4.50 EACH

*minimum order of 350 cups

2 OZ. SERVING 3.55 EACH *minimum order of 450 cups

MAKE IT AN ICE CREAM SANDWICH FOR 1.00 MORE! ADDITIONAL ORDERS MAY BE PLACED ON-SITE IN 100 CUP INCREMENTS

ICE CREAM FLAVORS INCLUDE:

TRADITIONAL FLAVORS OF:

- Vanilla, Chocolate and Strawberry
- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies
- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- · Rich Italian espresso with lightly salted chocolate brownies
- · Lightly salted caramel with praline pecans

FROZEN YOGURT FLAVORS INCLUDE:

Creamy smooth mango, blueberry, chai or strawberry All can be complemented with sweet yogurt dipped pretzels or yogurt covered raisins

SORBET FLAVORS INCLUDE:

- Raspberry
- Passion fruit
- Mango
- Blood Orange

MARKEY LTD ESPRESSO SERVICE

3,200.00 PER DAY

Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. Our friendly crew ensures your guests will have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolates.

Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar.

POWER REQUIREMENTS

- Coffee machine: 5kW, 30Amp at 240 volts
- Grinder: 350W, 5 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD VEGETABLE & FRUIT JUICE BAR

3,400.00 PER DAY

Two trained baristas will press fresh and seasonal locally sourced fruits and vegetables to produce the most natural of juices. Our menu is designed with nutritional values, taste and color in mind.

FLAVORS:

- Orlando Orange: Carrot, Apple, Ginger and Orange Juice
- · Green Goddess: Celery, Cucumber, Spinach, Apple and Lemon
- Pink Lady: Apple, Pineapple and Beetroot

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD MILKSHAKE BAR

3,400.00 PER DAY

Traditional, old-fashioned thick and creamy flavorful milkshakes made to order using all-natural ingredients. The Markey Milkshake Bar will keep them coming all day long!

FLAVORS:

• Strawberry, Chocolate, Banana, Caramel - Choose any or all!

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service, please let us know.

MARKEY LTD ITALIAN GELATO BAR

3,400.00 PER DAY

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors, a perfect attraction to your booth. Our menu of flavors includes intensely delicious dairy free sorbets and creamy gelato.

FLAVORS:

• Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry and Lemon. *Our Gelato freezer can display up to 6 flavors*.

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

• Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hours power supply is required for the Gelato cabinet.

MARKEY LTD SMOOTHIE BAR

3,400.00 PER DAY

Two trained baristas will cut, shake, stir and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

FLAVORS:

- Fantastic 5: Blueberry, Blackberry, Strawberry and Raspberry with Cranberry Juice
- Tropic Passion: Mango, Passion Fruit and Watermelon with Orange Juice & Coconut Water
- Zinger: Strawberry, Banana, Lime Juice and Mint with Apple Juice
- Pinkie Deluxe: Strawberry & Morello Cherry with Low-Fat Natural Yogurt

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar Additional orders may be placed on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar.

- Frozen Yogurt Flavors: Non-Fat or Natural Tart base
- Soft Serve Ice Cream: Vanilla
- Toppings for Both: Strawberry, Blueberry, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Dries Cranberries and Gummi Bears
- · Sauces: Chocolate, Caramel and Honey

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Frozen Yogurt/ Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts.
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service, please let us know.

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

THE UNEXPECTED AWAITS

3,400.00 PER DAY

BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted, bartender fees apply.

HOSTED DELUXE BAR

COCKTAILS

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8,
Crown Royal, Sauza Hornitos Reposado, Remy Martin VS, Martini & Rossi Dry and
Sweet Vermouth7.50 PER DRINK

WINES BY THE GLASS

Featuring Folie a Deux Chardonnay, Avalon Cabernet Sauvignon, Red Rock 'Reserve' Merlotand Beringer White Zinfandel7.00 PER DRINK

SPARKLING

Woodbridge Brut

Imported Beer	6.50
Domestic Beer	6.25
Bottled Water	3.75

6.50 PER DRINK 6.25 PER DRINK

7.00 PER DRINK

3.75 PER DRINK3.75 PER DRINK3.75 PER DRINK

HOSTED PREMIUM BAR

COCKTAILS

Soft Drinks

Juices

Featuring Smirnoff, Bombay, Dewar's, Jim Beam, Bacardi Superior, CanadianClub, José Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry andSweet Vermouth7.00 PER DRINK

WINES BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon,Merlot and White Zinfandel6.25 PER DRINK

SPARKLING

Woodbridge Brut

Imported Beer Domestic Beer

Bottled Water Soft Drinks Juices 7.00 PER DRINK

6.50 PER DRINK 6.25 PER DRINK

3.75 PER DRINK3.75 PER DRINK3.75 PER DRINK

Cash bar options are available. All bar services require a Levy Restaurants bartender.



EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION				
Company Name (Include Booth Name if Different):				
Billing Address:				
City, State, Zip Code:		Country:		
Main Telephone Number:				
Main Fax Number:				
Email Address:				

SITE INFORMATION				
Event Name:				
Booth Number:				
On-Site Contact Name:				
On-Site Contact Cell Number:				

DELIVERY DATE	DELIVERY TIME / END TIME	DESCRIPTION	QTY	TOTAL PRICE
			1.2.3	

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the BCEC. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION			
Card Type: Uisa MC AMEX Discover	Billing Zip Code:		
Credit Card Number: Exp Date:			
Card Holder Signature: Card Holder Name:			

Mail, Fax or Scan To: Cortney Fullerton – Catering Sales Manager Levy Restaurants | John B. Hynes Veteran Memoral Convention Center Phone: 617.954.2379 | Fax: 617.954.2281 | Email: <u>cfullerton@levyrestaurants.com</u>



Lead Management Order Form

AAPD 2014 Annual Session May 22 - 25, 2014 • Boston, Massachusetts

Order online: https://exhibitorportal.experient-inc.com

Access Code: PESFPH

Final deadline to order prior to show 5/14/14

Exhibiting Company:			Booth #:		
Check if information is for: 🛛 Exhibiting Company 🖓 Third Party		3rd Party Company (if applicable):			
Address:			Contact Name:		
City:			Phone:	Fax:	
State/Country:	Zip:		Email:		

Select your preferred system	on or before 4/11/14	after 4/11/14	number of units	TOTAL
SWAP® "3 Pack" One license and three activations.	\$499	\$499		\$
Additional SWAP Activations Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129		\$
Optium [™] RT2000 Call for Custom Survey Setup RT2000 Portable Bluetooth printer	\$470 \$75	\$545 \$100		\$ \$
Android Tablet with One SWAP license & Activation	\$399	\$425		\$
Developer's Kit for Real Time Data Services (RTS)- for all exhibitors who use their own lead system. Experient will provide all of the information you need to access our registration database in real time. This includes instructions for your IT Department to set up the data transfer, delivery of all access creden- tials necessary for downloads, and customer support if necessary. You can choose whether you want to pull data in real time, nightly or at the end of the event.	\$650	\$650		\$
See page 2 for system descriptions and requirements. Sub-Total NOTE: If you use your own lead retrieval system, you will need to set up for RTS. This event deploys a QR code on the badge. It has limited data on each attendee. The PDF417 barcode is no longer on the badge, therefore nulling attendee data directly from the badge will not work. 6.25% Sales Tax System Total			\$ \$ \$	

on or before 4/11/14 number of units after 4/11/14 Options TOTAL Delivery of Reader to Booth (Post show pickup not available) \$100 \$100 \$ **Options Total** \$ Preferred System and Options Total

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- · All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders cancelled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Indicate Payment Method

🗅 Check (Orders cannot be proces	sed unless received with paymen	t.)	
Visa	MasterCard	American Express	D	ISCOVER
Signature:				
Card #:			_Exp:	/
Mail Orders to:	Experient • 5202 Presidents	Court, Suite 310 • Frederick, MD 21703		

is no longer on the badge, therefore pulling attendee data directly from the badge will not work.

For Assistance Contact:

Matt Dunn P: 888.889.4674 E: matt.dunn@experient-inc.com

Fax Credit Card Orders to: 301.694.3286

Product Features & Options	SWAP	RT2000	SWAP Tablet	Developer's Kit (for use with your own system) *See Note Below
Capture leads anywhere	 Image: A second s		 Image: A set of the set of the	*
Capture leads outside of show hours	 Image: A second s	 Image: A second s	 Image: A second s	*
Take notes	 Image: A second s	 Image: A start of the start of	✓	*
Custom lead qualifiers	 Image: A second s	 Image: A second s	✓	*
Handheld & Wireless	 Image: A start of the start of	 Image: A start of the start of	✓	*
No electricity required	 Image: A second s	 Image: A second s	 Image: A second s	*
Leads consolidated in SWAP portal	 Image: A second s	 Image: A second s	 Image: A start of the start of	*
Leads in real time	 Image: A start of the start of	 Image: A start of the start of	✓	*
In booth printer		optional		*

*NOTE: Available features for Developer's Kit will be based on device being used

Canter Lead Detail	-
Gary Becker / Cowboy Scriptwriters	
Follow-up Three M	lonths >
Purchase Authority M	edium >
Purchase Timeframe Nex	Year >
Notes Stopped by the boo	m >
Captured on Tue Nov 16 at 12:16PM	1
Badge ID	1000
Swap.	
•	

SWAP Feature Rating:

- For the latest in lead retrieval, you need SWAP!
- Download the app directly to your phone or device
- Capture leads anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus, etc.
- Custom lead qualifiers
- All leads captured are consolidated in your SWAP Portal

Optium RT2000 Feature Rating:

- A mobile method for capturing lead information
- Instant access to lead data ; Follow-up can begin immediately
- Handheld and wireless unit ; No electricity required
- All leads captured are consolidated in your SWAP Portal
- Booth activity can be monitored, in real time, from remote locations
- If custom questions are desired? Contact our Lead Management Specialist





SWAP & Android Tablet Package Feature Rating: *******

- A high-tech mobile lead solution that stands alone OR compliments an existing strategy of a standard reader or multiple SWAP activations
- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your devices will be set-up and ready for lead collection with SWAP at the event
- All leads captured are consolidated in your SWAP Portal

Developer's Kit for Real Time Data Services Feature Rating: **

- All of the information you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Delivery of all access credentials necessary for downloads and customer support
- Choose whether you want to pull data in real time, nightly or at the end of the event







Bloomin' Exhibits

NAME OF SHOW	SHOW DATE	LOCATION
EXHIBITING COMPANY*	CONTACT PERSON	BOOTH #
COMPANY ADDRESS	CITY	STATEZIP
AUTHORIZED SIGNATURE	PHONE	FAX
Ε-ΜΔΙΙ		

	RENTAL								
QTY	ITEM PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL	QTY	ITEM PRI		PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant				lvy, Poth	os - Med.			
	4' Green Plant				Ferns - Medium				
	5' Green Plant				Ferns - Large				
	6' Green Plant				Bromeliad				
					Bubble	Bowl		8" GLASS	
PURC	HASE (FLOWERING)								
QTY	ITEM COLOR & V	ARIETY (SUBJECT TO AVAILABILITY)	o availability)		PRICE TOTAL		Р	PLEASE INCLUDE ORDER	
	Potted Mums (Yellow, White, Lavender) Potted Seasonal Plant						FORM WITH CHECK		
								TOTAL	
	loral Arrangement/Seasonal One Sided Round								
		5						TAX	
	Floral Arrangement/Tropical	One Sided Round					G	RAND TOTAL	
								ON SITE ORDERS 25% H	HIGHER
SPECIAL REQUESTS									

All plants and potted flowers will be in black containers. Others available on request: Basket White

Special Instructions/ Request:_____

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing

prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED: CHECK MC VISA AMEX	
CARD # = =	Credit card Pin number
CARD BILLING NAME:	EXP. DATE
CARD BILLING ADDRESS:	CITYSTATEZIP
SIGNATURE	DATE

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. Adjustments can not be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

Pleas note: This order form is you invoice. No statement to follow unless specifically requested. IN ADVANCE *If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email