

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high blue, black, and gray back drape, 36" high blue side dividers, one 6' x 30" black skirted table, two side chairs, one wastebasket, and a 7' x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit booths are NOT carpeted; however the aisles will be carpeted in tuxedo.

DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by April 11, 2012.

Save money by ordering services and labor in advance. All services including display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Wednesday April 25, 2012 11:00 AM - 5:00 PM

EXHIBIT HOURS

Thursday April 26, 2012 8:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

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

Thursday April 26, 2012 4:00 PM - 6:00 PM

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, April 26, 2012 at 8:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, April 26, 2012 at 6:00 PM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

3323 I H 35 North, Ste 120
 San Antonio, TX 78219
 (210) 227-0341 fax (469) 621-5611
 FreemanSanAntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store/ and click the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

POWER TO PURCHASE TECHNOLOGY EXPO

C/O FREEMAN

3323 IH 35 NORTH, STE 126

SAN ANTONIO, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Monday, March 26, 2012, at the above address. Material arriving after April 18, 2012 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

POWER TO PURCHASE TECHNOLOGY EXPO

C/O FREEMAN

PALMER EVENTS CENTER

900 BARTON SPRINGS RD

AUSTIN, TX 78704

Freeman will receive shipments at the exhibit facility beginning Wednesday, April 25, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 227-0341.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 227-0341 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 April 11, 2012.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (210) 227-0341 with any questions or needs you may have.

F R E E M A N

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 San Antonio, TX 78219
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 FreemanSanAntonioES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 APRIL 11, 2012**

**INCLUDE THIS FORM
 WITH YOUR ORDER**

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (284867) on your remittance.

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

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

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.
<http://feedback.freemanco.com/?284867>

FREEMAN method of payment

F R E E M A N

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FreemanSanAntonioES@freemanco.com

POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (284867)

FREEMAN third party authorization

FURNISHING essentials



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

seating

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

diva series

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

diva counter stool

17"W 16"L 36"H – N71092
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.



santana armchair

24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.

forestdale chair

21"W 21"L 31"H – N71085
Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



director stool

17"W 24"L 45"H – N710142

director chair

17"W 24"L 32"H – N71042

custom imprinting

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



Purple



Bright Blue

cherry barrel chair

Cranberry or Taupe
23"W 22"L 29"H – N71038
Traditional style in a cherry finish with classic fabric pattern options.



diplomat chair

Black Diamond Fabric
25"W 28"L 36"H – N710144
Comfortable, yet compact for office or conference table seating.



gray gaslift stool

24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair

26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

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

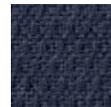


executive chair

Black Tweed
28"W 25"L 45"H – N71044

bugle base chair

Black or Blue Tweed
21"W 20"L 32"H – N71041



Bugle Base Table (page 8)



black diamond side chair

21"W 23"L 32"H – N71089

black diamond stool

22"W 18"L 46"H – N71088

black diamond armchair

20"W 21"L 33"H – N71090



Soho Bistro Table (page 8)

limerick® chair

By Herman Miller

Gray

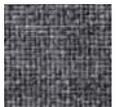
18"W 18"L 33"H – C210108



casey padded stool

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112





lounge seating

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



signature loveseat

Black

33"W 60"L 33"H – N73091

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

signature chair

Black

33"W 35"L 33"H – N71093



kennedy sectional series

Blue or Black Tweed

Flexible sofa-style seating in a variety of configurations.

sofa, three-piece

31"W 87"L 28"H – N730313

loveseat, two-piece

31"W 62"L 28"H – N730213

corner section

31"W 31"L 28"H – N73013

center section

31"W 25"L 28"H – N73014





glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

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



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

tables

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



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



pedestal tables

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

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Cafe	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103

bugle base table

White

36"W 27"H – N72065



office furniture

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



milano table

42"W 84"L 29"H

Blonde Top with Black Base – N72093

Black Top with Black Base – N72092

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H

Black Top with Black Base – N72094

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



Cherry Tables (page 7)
 Cherry Barrel Chairs (page 2)
 Black Table Lamp (page 14)



hemingway writing table

Black
 24"W 49"L 29"H – N720191

office series

Cherry or Oak

five-foot desk

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



credenza

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

bookcase

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



display



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



draped or undraped tables & counters

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

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



Tabletop risers are also available in a variety of sizes. See order form for details.



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

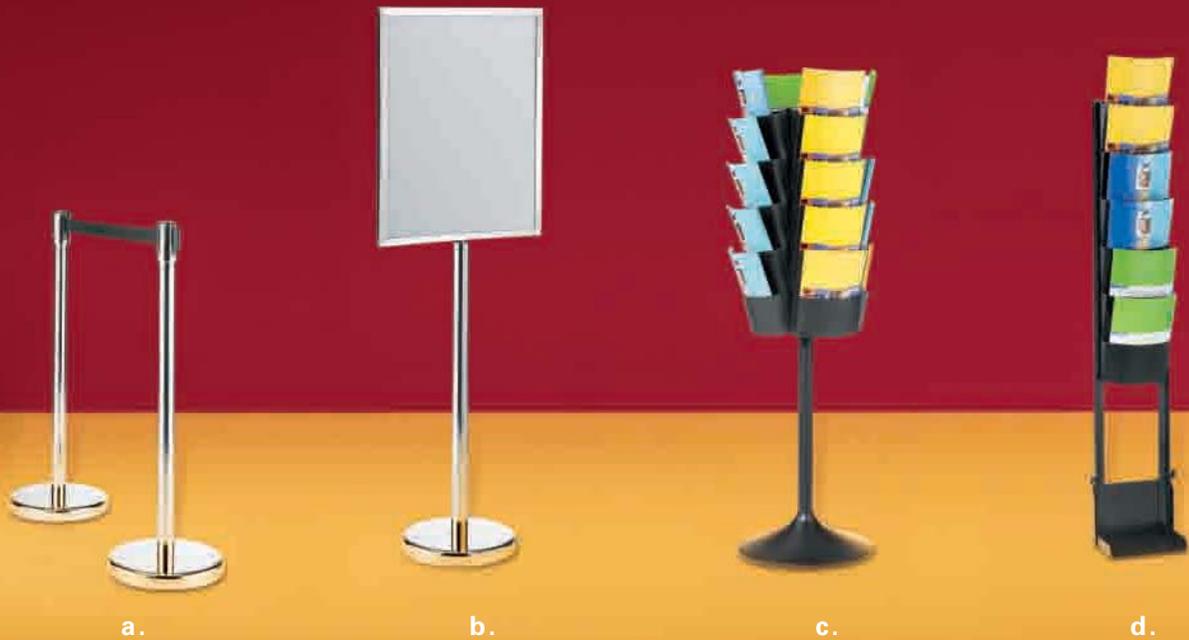
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display counter

Black

24"W 49"L 42"H – N72056



accessories

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

a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

h. contempo trash receptacle

8"W 24"H

Black – N75053

Aluminum – N75054

wastebasket

Wastebasket color may vary.

C220107





e.



f.



g.



h.

small refrigerator*

19"W 19"L 34"H – N75057



file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



table lamp*

Black

25"H – N75052



**floor-standing
bulletin board**

48"W 96"L 78"H – C10201484

*Note: Electrical power must be ordered separately.
For ideas on furniture pairings, go to www.freemanco.com/furniturepairing

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**DISCOUNT PRICE
 DEADLINE DATE
 APRIL 11, 2012**

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

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(210) 227-0341** to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2						
___	N71092	Diva Counter Stool	155.10	170.60	201.65	_____
___	N71091	Diva Chair.....	132.15	145.35	171.80	_____
___	N710102	Santana Chair	120.90	133.00	157.15	_____
___	N71085	Forestdale Chair	63.05	69.35	81.95	_____
___	N710144	Diplomat Chair	168.20	185.00	218.65	_____
___	N71038	Cherry Barrel Chair	145.75	160.35	189.50	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				

Director Series						
		<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Bright Green	<input type="checkbox"/> Orange	
		<input type="checkbox"/> Purple	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Yellow	
___	N710142	Director Stool	103.00	113.30	133.90	_____
___	N71042	Director Chair	88.55	97.40	115.10	_____
___	N710998	Custom Imprinting/Director			Call for Quote	_____

Pages 3 & 4						
___	N71048	Gray Gaslift Stool w/Arms .	167.70	184.45	218.00	_____
___	N71047	Gray Gaslift Stool	167.70	184.45	218.00	_____
___	N71046	Gray Gaslift Chair w/Arms .	155.80	171.40	202.55	_____
___	N71045	Gray Gaslift Chair	155.80	171.40	202.55	_____
___	N71044	Executive Chair	179.85	197.85	233.80	_____
___	N71041	Bugle Base Chair	110.30	121.35	143.40	_____
		<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed				

___	N71088	Black Diamond Stool	90.80	99.90	118.05	_____
___	N71089	Black Diamond Side Chair..	76.05	83.65	98.85	_____
___	N71090	Black Diamond Arm Chair..	98.45	108.30	128.00	_____
___	C210108	Limerick® Chair..... <i>by Herman Miller</i>	47.00	51.70	61.10	_____
___	C210112	Casey Padded Stool	73.55	80.90	95.60	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

LOUNGE SEATING

___	N73091	Signature Loveseat	457.00	502.70	594.10	_____
___	N71093	Signature Chair	297.15	326.85	386.30	_____

Kennedy Sectional Series						
		<input type="checkbox"/> Black Tweed	<input type="checkbox"/> Blue Tweed			
___	N730313	Kennedy Sofa - 3 piece	491.25	540.40	638.65	_____
___	N730213	Kennedy Loveseat - 2 piece	328.15	360.95	426.60	_____
___	N73013	Kennedy Corner Section ...	165.15	181.65	214.70	_____
___	N73014	Kennedy Center Section ...	165.15	181.65	214.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Pages 7 & 8						
___	N72026	Cherry Cocktail Table	134.05	147.45	174.25	_____
___	N72027	Cherry End Table	110.80	121.90	144.05	_____
___	N72028	Metro Slate Cocktail Table	118.60	130.45	154.20	_____
___	N72029	Metro Slate End Table	87.45	96.20	113.70	_____
___	C115103	Studio Black Cocktail Table ...	103.00	113.30	133.90	_____
___	C115104	Studio Black End Table	79.75	87.75	103.70	_____
___	N72015	Glass Conference Table	151.15	166.25	196.50	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72065	Bugle Base Table/White	169.80	186.80	220.75	_____

Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	N/A	N/A	N/A	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	135.25	148.80	175.85	_____
___	N72070	Black-top Bistro 24"W x 42"H	135.25	148.80	175.85	_____
___	N72067	Black-top Café Table 36"x30"	135.65	149.20	176.35	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	135.65	149.20	176.35	_____

Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	124.75	137.25	162.20	_____
___	N72064	Café Table 36"W x 30"H	124.75	137.25	162.20	_____
___	N720163	Bistro Table 30"W x 42"H	124.70	137.15	162.10	_____
___	N720164	Bistro Table 36"W x 42"H	124.70	137.15	162.10	_____

OFFICE FURNITURE

Pages 9 & 10						
___	N72093	Milano Table/Blonde Top	302.80	333.10	393.65	_____
___	N72092	Milano Table/Black Top	293.95	323.35	382.15	_____
___	N72094	Luna Table/Black Top	434.45	477.90	564.80	_____
___	N720191	Hemingway Writing Table	258.30	284.15	335.80	_____
___	N74061	Cherry Desk 5'	408.45	449.30	531.00	_____
___	N74065	Cherry Bookcase	137.80	151.60	179.15	_____
___	N74064	Cherry Credenza	314.70	346.15	409.10	_____
___	N74071	Oak Desk 5'	376.25	413.90	489.15	_____
___	N74075	Oak Bookcase	138.70	152.55	180.30	_____
___	N74074	Oak Credenza	290.90	320.00	378.15	_____

OFFICE FURNITURE

Pages 11 & 12						
___	N72056	Display Counter	258.30	284.15	335.80	_____
___	N75079	Orion Computer Kiosk	289.35	318.30	376.15	_____
___	N75030	Black Display Cube/Small	155.10	170.60	201.65	_____
___	N75031	Black Display Cube/Medium ...	168.40	185.25	218.90	_____
___	N75032	Black Display/Large	194.95	214.45	253.45	_____

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

POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH#: _____ BOOTH SIZE: _____ X
 CONTACT NAME : _____ PHONE #: _____
 E-MAIL ADDRESS : _____

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	121.60	133.75	158.10	
___	N75021	Black Display Cylinder/Med.	143.40	157.75	186.40	
___	N75022	Black Display Cylinder/Lg	160.45	176.50	208.60	

Draped Tables - Tables are 30" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H	76.65	84.30	99.65	
___	C130430	Draped Table 4'L x 30"H	86.00	94.60	111.80	
___	C130630	Draped Table 6'L x 30"H	99.95	109.95	129.95	
___	C130830	Draped Table 8'L x 30"H	118.60	130.45	154.20	
___	C1240463	4th Side Drap 6'L x 30"H...	23.70	26.05	30.80	
___	C1240483	4th Side Drap 8'L x 30"H...	23.70	26.05	30.80	
___	C130342	Draped Counter 3'L x 42"H	110.80	121.90	144.05	
___	C130442	Draped Counter 4'L x 42"H	118.60	130.45	154.20	
___	C130642	Draped Counter 6'L x 42"H	132.45	145.70	172.20	
___	C130842	Draped Counter 8'L x 42"H	151.15	166.25	196.50	
___	C1240464	4th Side Drap 6'L x 42"H..	28.05	30.85	36.45	
___	C1240484	4th Side Drap 8'L x 42"H..	28.05	30.85	36.45	

Undraped Tables - Tables are 30" wide						
___	C131330	Undraped Table 3'L x 30"H..	33.10	36.40	43.05	
___	C131430	Undraped Table 4'L x 30"H..	41.70	45.85	54.20	
___	C131630	Undraped Table 6'L x 30"H..	49.45	54.40	64.30	
___	C131830	Undraped Table 8'L x 30"H..	55.65	61.20	72.35	
___	C131342	Undraped Counter 3'Lx42"H	51.00	56.10	66.30	
___	C131442	Undraped Counter 4'Lx42"H	57.20	62.90	74.35	
___	C131642	Undraped Counter 6'Lx42"H	67.25	74.00	87.45	
___	C131842	Undraped Counter 8'Lx42"H	73.55	80.90	95.60	

Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	37.90	41.70	49.25	
___	C150610	Single Step Riser 6'L x 7"H	56.45	62.10	73.40	
___	C150810	Single Step Riser 8'L x 7"H	72.00	79.20	93.60	
___	C150414	Single Step Riser 4'L x14"H	37.90	41.70	49.25	
___	C150614	Single Step Riser 6'L x14"H	56.45	62.10	73.40	
___	C150814	Single Step Riser 8'L x14"H	72.00	79.20	93.60	
___	C150420	Double Step Riser 4'L	72.00	79.20	93.60	
___	C150620	Double Step Riser 6'L	109.20	120.10	141.95	
___	C150820	Double Step Riser 8'L	138.70	152.55	180.30	

ACCESSORIES
Pages 13 & 14

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt ...	84.95	91.65	108.30	
___	C220118	Chrome Sign Holder	65.70	70.85	83.70	
___	N750135	Round Literature Rack	141.80	156.00	184.35	
___	N750136	Flat Literature Rack	121.85	134.05	158.40	
___	C220109	Chrome Coat Tree	35.40	38.15	45.10	
___	C220134	Chrome Easel	33.10	35.70	42.20	
___	C220110	Chrome Bag Rack	56.45	60.90	71.95	
___	N75053	Black Trash Receptacle	N/A	N/A	N/A	
___	N75054	Aluminum Trash Receptacle	65.70	72.25	85.40	
___	220107	Wastebasket	16.85	18.15	21.45	
___	220106	Corrugated Wastebasket....	N/A	N/A	N/A	
___	N75057	Small Refrigerator	286.30	314.95	372.20	
___	N75052	Black Table Lamp	72.00	79.20	93.60	
___	N74082	File Cabinet/2 Drawer	92.25	101.50	119.95	
___	N74081	File Cabinet/4 Drawer	120.15	132.15	156.20	
___	10201484	Bulletin Board	130.05	143.05	169.05	

Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ...	10.30	11.35	13.40	
___	12108	Special Drape 8'H (per ft.) ..	12.50	13.75	16.25	

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

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



carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs. Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet services:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight. Freeman Prestige Carpet packages include brand-new, 10-foot-wide carpet, delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

prestige CARPET

custom options

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



white*



sea breeze*



gray pearl*



charcoal*



black*



navy*



wedgewood



toast



cream



baywater



pine



cabernet



raspberry



peach



cardinal

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

Actual colors may vary slightly.

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.myfreemanonline.com.

classic CARPET

custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

standard cut

Our Classic Carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.



gray



tuxedo



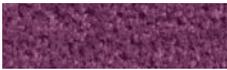
blue



black



red



plum



green



burgundy

Actual colors may vary slightly.

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.myfreemanonline.com.

F R E E M A N

FREEMAN

3323 I H 35 North, Ste 120
 San Antonio, TX 78219
 (210) 227-0341 Fax: (469) 621-5611
 FreemanSanAntonioES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 APRIL 11, 2012**

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

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 227-0341 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (210) 227-0341.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 3.85	\$ 4.25	\$ 5.00	_____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 3.55	\$ 3.90	\$ 4.60	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 3.35	\$ 3.70	\$ 4.35	_____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 2.85	\$ 3.15	\$ 3.70	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
16 oz. Carpet Rental Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.30	\$ 2.55	\$ 3.00	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 130.30	\$ 143.35	\$ 169.40	_____
_____	9' x 20' Classic Carpet	\$ 260.65	\$ 286.70	\$ 338.85	_____
_____	9' x 30' Classic Carpet	\$ 391.20	\$ 430.30	\$ 508.55	_____
_____	9' x 40' Classic Carpet	\$ 521.65	\$ 573.80	\$ 678.15	_____

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

• **Price is per sq. ft.**

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$.82	\$.90	\$ 1.05	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.72	\$.80	\$.95	_____
_____	Plastic Covering	\$.60	\$.65	\$.80	_____

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

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

FREEMAN carpet

 Take advantage of the Online price by ordering at www.freemanco.com/store before APRIL 11, 2012

F R E E M A N

3323 I H 35 North, Ste 120
 San Antonio, TX 78219
 (210) 227-0341 Fax: (469) 621-5611
 FreemanSanAntonioES@freemanco.com

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

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time38	.50	_____
_____	610200	Booth Vacuuming - 2 Days	N/A	N/A	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time85	1.10	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	65.00	84.50	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	75.00	97.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	85.00	110.50	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

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

FREEMAN cleaning

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

F R E E M A N

3323 IH 35 North, Suite 120
 San Antonio, Texas 78219
 (210) 227-0341 • Fax: (469) 621-5611
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 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 5:00 P.M. Monday through Friday	\$ 68.00	\$ 88.40
Overtime- 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS	\$ 102.00	\$ 132.60

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**
 COMPANY NAME: _____ BOOTH#: _____
 CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____
 Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____
 Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
 Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____
 Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
 Comments: _____

 Graphics: With Exhibit _____ Shipped Separately _____
 Comments: _____

 Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

- Freeman Exhibit Transportation:**
 - Common Carrier
 - Air Freight Next Day 2nd Day Deferred Expedited
- Other (list carrier name & phone number):**
 - Other Common Carrier: _____
 - Other Air Freight: _____
 - Van Line: _____

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____

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

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

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

FREEMAN installation & dismantle

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

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

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

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

POWER TO PURCHASE TECHNOLOGY EXPO

C/O: FREEMAN
3323 IH 35 NORTH, STE 126
SAN ANTONIO, TX 78219

MUST BE DELIVERED BY APRIL 18, 2012

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

FREEMAN / Exhibiting Company Name / Booth #

POWER TO PURCHASE TECHNOLOGY EXPO

C/O: FREEMAN
PALMER EVENTS CENTER
900 BARTON SPRINGS RD
AUSTIN, TX 78704

CANNOT BE DELIVERED BEFORE APRIL 25, 2012

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (284867) _____

FREEMAN exhibit transportation

F R E E M A N

3323 IH 35 North, Suite 120
 San Antonio, Texas 78219
 (210) 227-0341 • Fax: (469) 621-5611
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 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 unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, and UPS**, are included in this category due to their delivery procedures. (See definitions on back)
- 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 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lbs. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 57.00	114.00
Special Handling Shipment.....	\$ 74.00	148.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 55.00	110.00
Special Handling Shipment.....	\$ 71.50	143.00
Uncrated or Pad Wrapped Shipment.....	\$ 82.50	165.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 14.25	28.50
Show Site Shipment after Deadline	\$ 13.75	27.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 13.75	27.50
Special Handling Shipment.....	\$ 18.00	36.00
Uncrated or Pad Wrapped Shipment.....	\$ 20.50	41.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 13.75	27.50
Special Handling Shipment.....	\$ 18.00	36.00
Uncrated or Pad Wrapped Shipment.....	\$ 20.50	41.00

LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of **\$150.00**

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.25% Tax	N/A
			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. \$114.00
 52 lbs. charged @ 200 lbs. \$114.00
 65 lbs. charged @ 200 lbs. \$114.00 = \$342.00

1 Consolidated Shipment
 3 pieces (1 shipment)
 177 lbs. charged @ 200 lbs = \$114.00

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY APRIL 18, 2012

MUST DELIVER BY APRIL 18, 2012

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
3323 IH 35 NORTH
STE 126
SAN ANTONIO, TX 78219

C/O: FREEMAN
3323 IH 35 NORTH
STE 126
SAN ANTONIO, TX 78219

WAREHOUSE

WAREHOUSE

POWER TO PURCHASE TECHNOLOGY
EXPO

POWER TO PURCHASE TECHNOLOGY
EXPO

EVENT: _____

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE APRIL 25, 2012

CANNOT DELIVER BEFORE APRIL 25, 2012

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

**C/O: FREEMAN
PALMER EVENTS CENTER
900 BARTON SPRINGS RD**

**C/O: FREEMAN
PALMER EVENTS CENTER
900 BARTON SPRINGS RD**

AUSTIN, TX 78704

AUSTIN, TX 78704

SHOW SITE

SHOW SITE

POWER TO PURCHASE TECHNOLOGY

POWER TO PURCHASE TECHNOLOGY

EVENT: _____
EXPO

EVENT: _____
EXPO

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

3323 I H 35 North, Ste 120
 San Antonio, TX 78219
 (210) 227-0341 Fax: (469) 621-5611
 FreemanSanAntonioES@freemanco.com

**OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS**

NAME OF SHOW: **POWER TO PURCHASE TECHNOLOGY EXPO / APRIL 26, 2012**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER _____
- OTHER VAN LINE _____
- OTHER AIR FREIGHT _____
 - Next Day
 - 2nd Day
 - Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

MATERIAL HANDLING

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

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

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

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than *thirty (30) business days* after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman *more than two (2) years* after the date of loss or damage occurred.

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

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

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

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

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

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

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

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

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

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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



FIRE EXHIBIT REGULATIONS FOR ASSEMBLY OCCUPANCIES

The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed; facility client, exhibitor, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

- a) **a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.**
- b) **a booth with an open grate style ceiling does not have to meet this requirement. If there are any question please forward a copy of the booth plans for ACCD and Fire Department review.**
- c) **the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).**

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal's Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal's Office.
10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
 - a. **Display or storage of LPG**
 - b. **Flammable or combustible liquids**
 - c. **Flammable gas**
 - d. **Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.**
 - e. **Welding or cutting equipment for demonstration purposes**
 - f. **Gas-fired appliances for demonstration purposes**
 - g. **Salamander stoves**
 - h. **Lit candles or lanterns for demonstration purposes**
 - i. **Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position**
 - j. **Any cooking or heat producing devices**
13. The following address the display of automotive vehicles and equipment.
 - a. **There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.**
 - b. **Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.**
 - c. **Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.**
 - d. **Ignition keys are to be removed and placed in a central location on site.**
 - e. **The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.**
 - f. **Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.**
 - g. **Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.**
14. The following requirements are for food shows:
 - a. **One 40 BC extinguisher is to be provided for every deep fat fryer.**
 - b. **Deep fat fryers are to be thermostat controlled.**
 - c. **Fryer units are not to be located on tables that are along aisles. No public access to fryers.**
 - d. **Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials. (Foil is not acceptable.)**
 - e. **Combustible materials will not be located near deep fat fryers.**
 - f. **Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.**
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.



ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Palmer Information Packet

Event: 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012

Discount Deadline: Tuesday, April 10, 2012

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the order discount deadlines and services restrictions.

The ACCD Exhibitor Services Division offers services at a discount and standard rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked by the set deadline date above, with payment in full. Orders not received prior to the deadline will qualify for the standard rates, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website <http://austinconventioncenter.com> under Exhibitor Services

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Toni Fulton
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov



ACCD Exhibitor Services - Palmer Information Packet

Ordering Instructions

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than \$50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.



ACCD Exhibitor Services Division
 500 East Cesar Chavez Street
 Austin, TX 78701
 Phone: 512-404-4000
 Fax: 512-404-4220
 accdexhibitorservices@austintexas.gov

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services - Palmer Order Form

Event: 100009745 - 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Discount Deadline:**
4/10/2012

Exhibitor Information				
Company Name			Booth No	
Address			Contact Phone Number	
City	State	Zip	Fax Number	
Contact Person			Contact's email Address	

Service Order				
PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.			TOTAL AMOUNT DUE	

Payment Method		
Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'		
<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER
Credit Card Number	Expiration	
Cardholder	Signature	
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.		
For wire transfers, please contact Ben Hamilton at 512-404-4236. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.		

Authorization (Orders submitted without a signature will not be processed)	
I have read and agree with all the terms as stated on the attached agreement.	
Authorized Signature	Print Name
	Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 4/10/2012 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. **NO EXCEPTIONS**

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION



FOR OFFICE USE ONLY	
Customer ID:	UTL-

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500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Installation Notice

Effective October 2011

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department



FOR OFFICE USE ONLY	
Customer ID:	UTL-

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500 East Cesar Chavez Street
Austin, TX 78701
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Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Wi-Fi Operating Guidelines

Effective October 2011

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

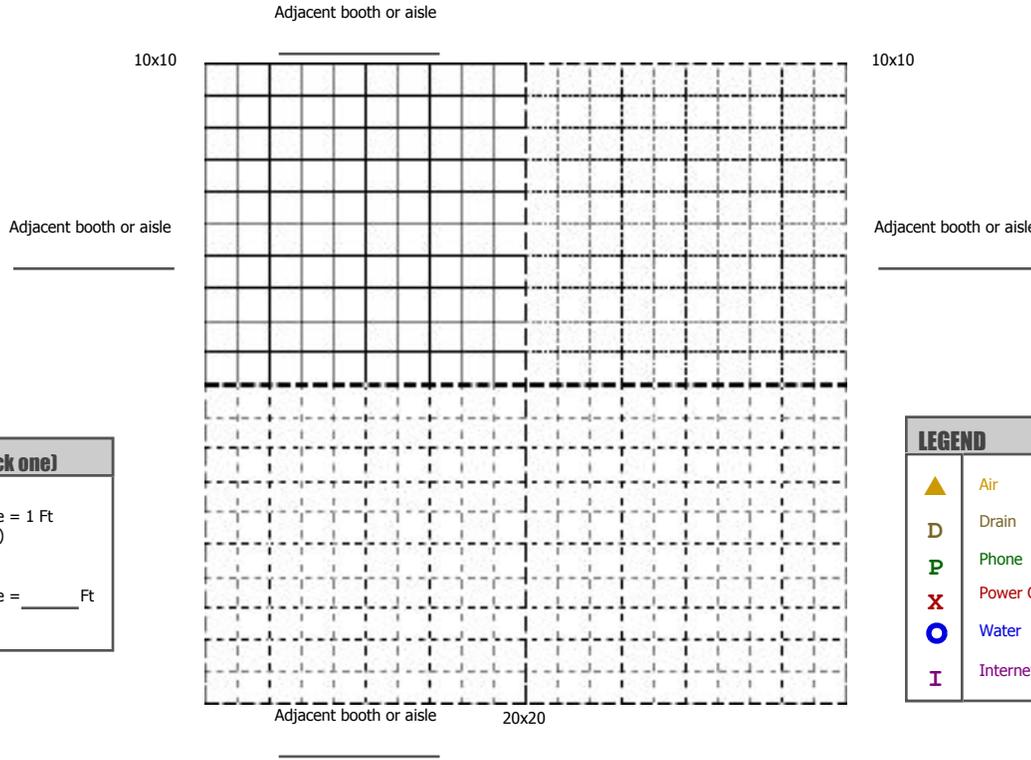
ACCD Exhibitor Services - Palmer Floor & Booth Layout

Event: 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Discount Deadline: 4/10/2012**

Utility Service Distribution Grid

- Please use grid should you not have a floor plan to submit.
- Mark the adjoining booth # or aisle for orientation
- Use the coordinates or the boxes as a scale for placement of services.
- Labor charges will be applied to your order form as outlined in our labor guidelines.

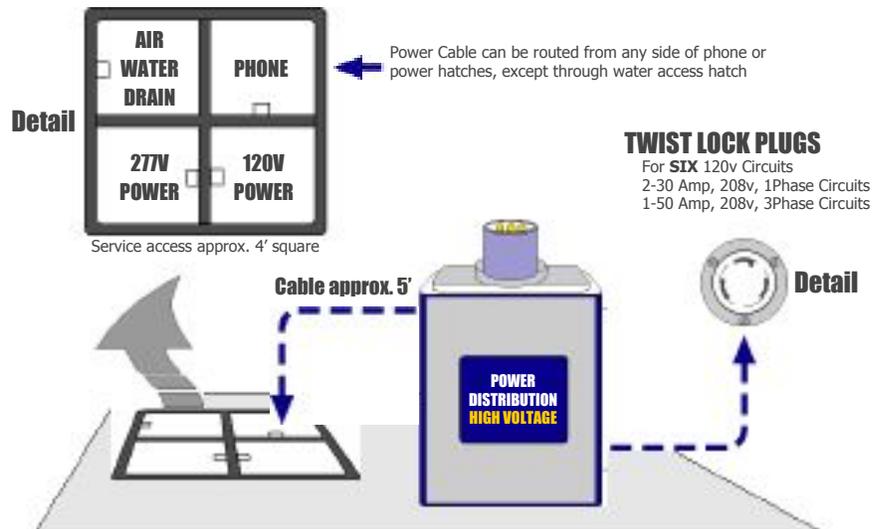
Company Name	Booth Number



Service Access/Power Distribution Box Information

The Austin Convention Center has utility service access located in the floor 30' apart. These show up on the floor plan as small squares. Contact your Show Manager to obtain a show floor plan. A power distribution box spreads electrical power to the booths. It is approximately 24" x 18" x 6" with a 5' long, 2" thick cable plugged into the service hatch. We plug twist-lock extension cords into the distribution boxes and run cords to your booth.

If its location is inconvenient, we can usually reposition the box or cover it. We can also remove it provided no other exhibitors are powered by it, but this restricts the amount of power we can deliver and may require sharing of electrical circuits. In addition, we will assess an additional charge for labor if you elect to have it replaced. Please call prior to your event if you have any questions.



Art for illustration purposes. Not to scale.



ACCD Exhibitor Services - Palmer Electrical Price Schedule

Event: 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Discount Deadline: 4/10/2012**

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price
EP101	120 Volt Outlet 0-1000 Watts (8 Amps)	\$64.00	\$85.00
EP102	120 Volts 15 AMP	\$71.00	\$95.00
EP103	120 Volts 20 AMP	\$79.00	\$105.00
EP104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	\$98.00	\$130.00
E201	120 Volt Outlet 0-1000 Watts (8 Amps) - Ceiling Power (Contact ACCD	\$68.00	\$90.00
E202	120 Volts 15 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$75.00	\$100.00
E203	120 Volts 20 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$83.00	\$110.00
E204	120 Volts 30 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$101.00	\$135.00

Labor

Product ID	Product Description	Discounted Price	Standard Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$45.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$60.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price
P201	208 Volts/Single Phase 20 AMP	\$135.00	\$180.00
P202	208 Volts/Single Phase 30 AMP	\$169.00	\$225.00
P204	208 Volts/Single Phase 60 AMP	\$263.00	\$350.00
P302	120/208 Volts/3 Phase 20 AMP	\$225.00	\$300.00
P303	120/208 Volts/3 Phase 30 AMP	\$263.00	\$350.00
P305	120/208 Volts/3 Phase 60 AMP	\$435.00	\$580.00
P310	120/208 Volts/3 Phase 100 AMP	\$675.00	\$900.00
P320	120/208 Volts/3 Phase 200 AMP	\$994.00	\$1,325.00
P340	120/208 Volts/3 Phase 400 AMP	\$2063.00	\$2,750.00

General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
 - A. Labor is charged for:
 1. All electrical services of 208V source
 2. Any four (4) services in one (1) booth
 3. Installation of utilities after booth display and/or carpet has been installed
 4. Relocating/moving installed services
 5. Installing services in location other than location most convenient to booth
 6. Re-taping electrical cords
 7. Resetting breakers due to exhibitor equipment
 - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum. in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.



ACCD Exhibitor Services - Palmer Telephone Price Schedule

Event: 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Discount Deadline: 4/10/2012**

Telephone

Product ID	Product Description	Discounted Price	Standard Price
T301	MultiLine/Speakerphone-Local	\$263.00	\$350.00
T302	MultiLine/Speakerphone-Long Distance	\$263.00	\$350.00
T401	Specialty Programming	Discount N/A	\$50.00
TP101	Local Only Phone Line	\$150.00	\$200.00
TP102	Local/Long Distance Phone Line	\$188.00	\$250.00
TP103	Telephone Set Rental (Credit Card Deposit Required)	Discount N/A	\$0.00
TP104	Long Distance Charges (Credit Card Deposit Required)	Discount N/A	\$1.00

Telephone Service Terms and Conditions

• **Local Service**

1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

• **Long Distance**

1. Allows both local and long distance dialing.
2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

• **Phone Set**

1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged (\$50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact the ACCD Exhibitor Services Division.
3. Rental of telephone hand sets may not be discounted.

• **Special Programming**

1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
3. No Discount available for Special Programming services.

• **Telephone for Credit Card Machine Use**

1. The telephone line fees do not include electrical services necessary for credit card machines.
2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions



ACCD Exhibitor Services - Palmer Technology Price Schedule

Event: 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Discount Deadline: 4/10/2012**

Technical Services

Product ID	Product Description	Discounted Price	Standard Price
AV101	AV Patch Fee, Exhibit Halls/Ballrooms (per Day)	Discount N/A	\$100.00
AV102	AV Patch Fee, Exhibit Meeting Rooms (per Day)	Discount N/A	\$50.00
H101	Internet Connection	\$500.00	\$665.00
H102	Additional IP Address (Requires H101 Purchase and does NOT include cable.)	\$150.00	\$200.00
H103	Premium Internet Service (Includes 1 Public IP Address)	750.00	\$995.00
H302	Class "C" Internet Service (Up to 250 IP's)	\$3750.00	\$5,000.00
H303	Circuit Extension from Demarcation to Booth	\$1500.00	\$2,000.00
H311	Network Data Patch	\$300.00	\$400.00
H312	Network Patch Cable (Up to 30ft.)	40.00	\$50.00
H402	Ethernet Switch-Managed	\$600.00	\$800.00
H405	Ethernet Switch-Unmanaged	\$225.00	\$300.00
H601	Basic Cable TV Coax patch	Discount N/A	\$300.00

Labor

Product ID	Product Description	Discounted Price	Standard Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	100.00	\$135.00
M104	Overtime Technical Labor per Hr. (12AM - 6AM and holidays)	125.00	\$165.00
RL103	AV Technician - Labor	\$60.00	\$80.00

Technical Services Terms and Conditions

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users must bring own ethernet cards for their equipment.
- Users must pre-configure ethernet drivers for their equipment.
- The ACCD can only guarantee connection speeds to the internal port of the router connected to the internet.
- The ACCD is not responsible for web traffic and network saturation outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service.



ACCD Exhibitor Services - Palmer Equipment Price Schedule

Event: 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Discount Deadline: 4/10/2012**

Equipment

Product ID	Product Description	Discounted Price	Standard Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00
L106	Adaptor	\$19.00	\$25.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price
A101	Compressed Air (Per Connection)	\$150.00	\$200.00
A501	Water and Drainage (Per Connection)	\$173.00	\$230.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- **Rental Equipment Deposit**

1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
2. The credit card information section under Payment Method section on the order form must be completed.
3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

- **Rental Equipment Pick Up and Return**

1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
4. Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- **Compressed Air**

1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
2. Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**

1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to 1" hose coupler.
2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
3. All water supplies must be set to the off position at the end of each day.
4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

- **Drainage**

1. Drains are not designed to handle the discharge of large volumes of water.
2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing at a rate of \$230.00



ACCD Exhibitor Booth Security Order Form

Event: 100009745 - 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Security Discount Deadline: 3/24/2012**

Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

IMPORTANT ORDERING INFORMATION

- Complete the exhibitor information above.
- Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.
- Faxing your order:
 - Fax orders to 512-404-4123
 - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.
- Mailing your order:
 - Mailing address: Austin Convention Center
Attn: Security Services Division
P.O. Box 1088
Austin, TX 78767
 - To prevent duplication of your order, please **do not mail and fax your order form.**
- Payment method:
 - Payment in full must accompany your order.
 - Payment may be made by credit card, money order, cash or check.
 - Checks or Money Orders - Make payable to the Austin Convention Center
 - Credit Cards - Be sure to provide complete customer information.
 - All outstanding balances must be settled on site.
- Questions:
 - Please call 512-404-4000 and request the Security Services Division

UNARMED BOOTH SECURITY

- 2012 Power to Purchase Technology Expo requests for **unarmed security** must be received by 3/24/2012 to receive the incentive rate of \$23.00/hr with a four (4) hr minimum. Requests received after 3/24/2012 will be billed at the base rate of \$31.00/hr with a four (4) hr minimum. **Requests for unarmed security on a holiday will be billed the holiday rate of \$34.00/hr with a four (4) hr minimum.**
- Requests for unarmed security are limited to available resources on site. If unarmed security is not available, a licensed peace officer will be used to fill the position at the rate of \$60.00/hr with a four (4) hr minimum.
- Provide specific instructions required for booth security staff duties.
- Identify the quantity of the booth security staff you need.
- Provide the date/s and time/s the booth security staff will be scheduled to work.
- List the total number of hours security is scheduled for this event.
- All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

LICENSE TEXAS PEACE OFFICERS

- The rate for a licensed peace officer is \$60.00/hr with a four (4) hour minimum. Please call for availability.
- Only** Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

TERMS AND CONDITIONS

- Credit will not be given for services ordered and not used.
- A four (4) hour minimum will be charged unless otherwise specified.
- Charges will be made in one-half (1/2) hour increments after the initial four (4) hour minimum.

Event: 100009745 - 2012 Power to Purchase Technology Expo Event Dates: 4/24/2012 to 4/26/2012 **Security Discount Deadline: 3/24/2012**



ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security			
DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
4/16/2008	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until released.	7
4/16/2008	12:00AM - 10:30AM	Same as above.	10.5
			TOTAL # OF HOURS:
			17.5

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security			
DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
			TOTAL # OF HOURS:

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

CHECK AMEX DISCOVER MASTERCARD VISA DINERS CLUB

BANK TRANSFER

Credit Card Number

Expiration

Cardholder

Signature

For wire transfers, please contact Toni Fulton at 512-404-4229.

Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.

Note: Customers are responsible for all bank processing fees.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.

Authorized Signature

Date



Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.
4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
 - a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
 - b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
 - c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.
6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.
7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.
9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
 - a) Display or storage of LPG (liquid propane gas)
 - b) Flammable or combustible liquids
 - c) Flammable gas
 - d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
 - e) Welding or cutting equipment for show set-up or for demonstration purposes
 - f) Gas-fired appliances for demonstration purposes
 - g) Salamander stoves
 - h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
 - i) Any cooking or heat-producing devices
13. The following are related to the display of automotive vehicles and equipment:
 - a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
 - b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
 - c) Ignition keys are to be removed and placed in a central location on site.
 - d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
 - e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
 - f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.
14. The following related to food shows:
 - a) Deep fat fryers are not allowed in the facility.
 - b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.